

PRESENT SIMPLE

1. Write the HE/SHE/IT forms

catch	read
come	run
cook	smoke
drink	stand
fetch	start
fix	touch
live	watch
miss	wish
rush	write
buy	carry
copy	enjoy
fry	marry
play	study
try	

2. Write the verb in the right form

1. Children (ask) a lot of questions.
2. She (go) to college on her bike.
3. A lot of birds (fly) south in the winter.
4. She (study) very hard at the weekends.
5. My father (watch) television most evenings.
6. He (understand) Arabic.
7. He (fight) with his brother.
8. Big dogs..... (like) a lot of exercise.
9. He's very naughty - he (push) other children.
10. Lessons (start) at 8.35 every morning.

3. Choose one verb to make each sentence negative

e.g. It doesn't snow very often in San Francisco (snow, sing, play)

1. I like football, but I cricket at all. (think, like, remember)
2. She lives in Japan, but she a word of Japanese (sing, work, speak)
3. I'm sorry - I your name. (eat, remember, work)

4. He works in New York, but I what he does. (know, use, come)
5. Mary's really tired, but she to go to bed. (help, want, walk)
6. We a big flat - just one bedroom. (work, play, want)
7. Phil very hard, but he makes a lot of money. (work, stand, stop)
8. Ann's parents I'm the right man for their daughter. (write, read, think)

4. a) Make questions

1. How / you pronounce / this word?
2. How / you spell / that?
3. What / this word / mean?
4. How much / they cost?
5. Where / you live?
6. What / you do?
7. How / you do?
8. What time / the plane / leave?
9. What time / the class / start?
10. What time / the train / arrive?

b) Make questions. Write the short answer (+ and -)

1. She / live / with her parents?
2. You / like / your new job?
3. I /speak / good Italian?
4. They /work / hard / at university?
5. We /usually give/ her a birthday present?
6. Your sister / help / you / very much?
7. Alan /smoke?

PRESENT CONTINUOUS

1. Write the -ING FORM of these verbs.

Break	clean
wash	live
Come	die
enjoy	go
Make	play
sing	jump
Write	start
get	feel
Begin	put
Hit	rain

Rob	shop
dream	sleep
Shout	sit
Stand	talk
Turn	open
visit	forget

2. Fill in the blanks with the verbs in the present continuous tense

- John and I (stay) in a beautiful hotel.
- Kevin (work) at home today.
- I (wait) for a very important letter.
- You (walk) too fast.
- We (plan) our next holiday.
- The girls (visit) their grandmother today.
- She (read) in her bedroom at the moment.
- The baby (learn) how to walk.

3. Rewrite the sentences in the negative. Use the present continuous

- They (buy) a new car.
- He (learn) to read.
- I (look) for your keys.
- We (sell) the house.
- They (drink) tea.
- You (work) very hard.
- Jack and Jill (run) downhill.
- I (go) home now.

4. A) Write the questions. Use the present continuous

- What / Jessica / do?
- Why / John and Patrick / laugh?
- What book / you / read?
- What / we / watch?
- Where / they / stay?
- Why / we / sit in the dark?
- Where / they / wait?
- What / you / sell?

b) Make questions. Write the short answer (+ and -)

- It / rain?
- You / learn / French / at school?
- I / speak / clearly?
- Angela and Fred / dance / together?
- The plane / land / now?
- The Smiths / plan / a party?
- The children / study / in their bedroom?
- Chris / wave / at us?

1. PRESENT SIMPLE

Make POSITIVE, INTERROGATIVE and NEGATIVE sentences. Add SHORT ANSWERS (+ AND - ANSWERS)

- They (smoke)
- Ann (teach) chemistry.
- The Oxford bus (stop) here.
- The teachers (know) her.
- You (play) the piano.
- John (work) in a restaurant.
- We (need) more eggs.
- Mary (like) parties.
- Peter (speak) English well.
- The ticket (cost) \$5.
- You (speak) Arabic.
- We (agree) about most things.
- Alan and John (live) near me.
- My father (write) novels.
- John (fly) to NY every Monday.
- That child (never / say) Thank you.
- Andy (always / wash) his clothes at the weekend.
- My father (teach) English.
- My boss (think) you're wonderful.
- She (try) to go skiing every winter.

2. PRESENT CONTINUOUS

Make POSITIVE, INTERROGATIVE and NEGATIVE sentences. Add SHORT ANSWERS (+ AND - ANSWERS)

- Ann (read) the newspaper.
- The baby (cry).
- It (snow).
- You (look) very beautiful today.
- I (play) a lot of football this year.
- We (wait) for a phone call.
- He (listen) to me.
- She (wear) a coat.

9. They (learn) very much.
10. You (eat) bread these days.
11. Your boyfriend (enjoy) the concert.
12. We (go) too fast.
13. The children (make) something.
14. Bill (write) something on the wall.
15. I (cook) rice tonight.

3. Make questions for the answers provided

1. The President and his wife live in Madrid.
2. Peter and Ann's children play football on Saturdays.
3. The film about skiing in New Zealand starts at 8.00.
4. The second word in the first sentence means 'kind'.
5. The man in the flat downstairs wants to change his job.
6. A ticket for Saturday's concert costs € 15.

4. Complete the conversation putting the verbs into the present continuous and completing the short answers with AM, IS , ARE (NOT)

A: So what
(happen)?
(they/have) a party?
B: Yes, they
A: And what
(they/do)?
B: Well, a few of them (dance)
A:
(Mum and Dad) dance?
B: Yes, Mum but Dad He
.....(talk) to Uncle Jack and they(laugh) a lot.
A: Is Aunty Linda there?
B: Yes, she She(dance) with Brian from next door. Oh, and Dad(give) everyone a drink.
A:(they/eat)?
B: Only crisps and nuts and some cheese.

A: and
we.....(not/eat)
anything. It's not fair.

5. WORD ORDER.

a) Rewrite these sentences including the word in brackets

1. My brother speaks to me (never)
2. Susan is polite. (always)
3. Do you finish work at 5 o'clock? (usually)
4. I go to bed before midnight. (rarely)
5. The bus isn't late. (usually)
6. I don't eat fish. (often)
7. What do you have for breakfast? (usually)
8. Is Tina here? (already)
9. They stay in the same hotel. (always)
10. Does Janet work in the same place? (still)

b) Write the following sentences in the correct order

1. (to work / every day/ walks / Liz)
2. (goes / every year / to Italy / Julia)
3. (Ann / very well / French / doesn't speak)
4. (every day/ do / the same thing / we)
5. (football / don't like / very much / I)
6. (watch/ when / you / TV/ do)?
7. (hungry/I / the /in / am / morning / always)
8. (Dave / in / Jane / that / never / restaurant / and / eat)
9. (weekend / tennis / do / play / the / you / at / ever)?
10. (sometimes / park / Sunday / the / we / on / to / go)
11. (usually / the / Claire / bus / gets / to / school)

PRESENT SIMPLE / PRESENT CONTINUOUS

1. Put the time expressions under the right heading. Translate them

Every day/ just now / nearly always / on Fridays / these days / this afternoon / hardly ever / today / very often / when I'm tired / in the evening / at present / at the moment / rarely / usually / never

PRESENT SIMPLE	PRESENT CONTINUOUS

2. Put the verbs in the PRESENT SIMPLE/PRESENT CONTINUOUS

- a: What
(you/do)? b: I'm an architect.
- a: What
(you/do)? b: I (want)
to get this car started.
- a: Where
(you/work)? B: I
(work) in a big insurance company.
- a: Where
(you/work)? B: I'm in Cardiff this week.
- a:
(your son/play) the violin? B: No,
the piano.
- a:
(your son/play) the violin? B:
Actually, that's the radio.

- a: What language
(she/speak)? It
(sound) like Russian.
- a: What language
(she/speak)? b: French- she's
from Belgium.
- a: Who
(drink) champagne? B: Me, when I
can afford it.
- a: Who
(drink) champagne? B: Me, can I
have some more.

3. Put the verbs in the PRESENT SIMPLE or the PRESENT CONTINUOUS

- Vegetarians are people who (not / eat)
meat.
- Look out! My father
(come)
- Some people still (think)
the sun (go) round the
earth.
- I (play) tennis every
weekend.
- Who (sit) in my chair?
- What (happen) in
golf if you (lose) the
ball?
- Look! She (wear)
the same shoes as me.
- A: What
(you/look) at?
B: A strange bird!
- I (stay) with John
for a few weeks until my flat is ready.
- We
(usually/stay) with Peggy when we go
to Chicago.
- What time
(you/go) to bed on Saturdays?
- Why (you/wait)
outside the door.
- Don't ask Tim. He
(not/know) the answer.
- I (have) lunch at the
moment.
- When (he / leave)
the house?

16. I
(not/understand). What
..... (happen)?
17. Excuse me,
(you/know) the time?
18. This is a great party. I
(have) a lovely time.
19. We can't use the lift because it
..... (not/work)
20. A: What (you/do)
here?
B: Nothing.
21. A: (Penny/like)
cheese sandwiches?
B: No,
22. A: What time (the
sun/rise)?
B: It (rise) at 7.30.
23. We (not/watch)
videos at school.
24. Look out of the window! It
..... (snow).
25. a:
(you/wear) a uniform at your school?
B: Yes,

3. Make QUESTIONS for the following answers

1. Mark and George are engineers.
2. Pam starts school at nine o' clock.
3. Bob is writing a letter.
4. John hates football.
5. Yes, I do. (You like hip hop)
6. No, she isn't (Reggie is listening to the teacher)
7. It is half-past seven.
8. No, I haven't (got any brothers or sisters)
9. Yes, she does. (Paula walk to school every morning)
10. Our children visit their grandparents twice a week.

Stative and Dynamic Verbs

Dynamic verbs are verbs which describe actions/ activities: *go, ask, walk, explain*, etc.

Stative verbs (or state verbs) are verbs which do not describe actions; they describe feelings, thoughts, wishes, the senses and states of being: *believe, belong, smell, want*, etc.

Stative verbs do not usually have a continuous form:

He needs your help.

That coat belongs to me.

There are different classifications of stative verbs in grammar reference books.

Two examples of such classifications:

Verbs of senses:	see, hear, smell, taste, feel, look, sound (can/ could)
Verbs of opinion:	agree, believe, consider, etc.
Verbs of emotions:	feel, forgive, hate, like, love, prefer, adore, etc.
Other verbs:	appear (=seem), be, belong to, fit (= be the right shape and size for sth.), have (=possess), know, look, need, prefer, want, wish, etc.

Appearance:	appear, resemble, seem
Composition:	consist of, contain, have
Connection:	come from, concern, cost, suit
Existence:	be, exist
Knowledge:	forget, know, realize, understand
Likes and dislikes:	like, dislike, hate, love, prefer, enjoy
Needs and wants:	need, want, wish
Opinion:	believe, doubt, imagine, suppose, think, agree, disagree, etc.
Possession:	belong to, have, own, owe, possess
Senses:	feel, hear, notice, see, smell, sound, taste

We **may** use present/ past/ future continuous with some stative verbs when we want to emphasize that a situation is temporary, just for a period of time around the present:

I've been wanting one of those computers for ages.

Some stative verbs have continuous forms but there is a difference in meaning:

	State	Action (different active meaning)
think	I think (feel) he is rich. (= I believe)	I'm thinking about your plan. (= I'm considering)
consider	I consider him to be very rich. (= my view)	I'm considering taking early retirement. (= I'm thinking about it now)
taste	This milk tastes awful. (= it has a bad flavour)	He's tasting the sauce; it might need some salt. (= he is trying its flavour)
have	He has a car. (= he owns)	He's having dinner now. (= he's eating now)

feel	The cloth feels like velvet. (= has the texture)	She's feeling her way in the dark. (= she's finding her way)
see	I see a lot of people outside. (= perceive with my eyes) I see you are in trouble. (= I understand) Do you see what I mean?	I'm seeing my lawyer tonight. (= I'm visiting) Are you seeing a lot of Marry these days? You are seeing things – there's nobody at the window. (= imagine)
smell	The kitchen smells of burnt meat. (= has the smell)	Why are you smelling your food? (= trying the smell of the food)
come	He comes from Spain. (= he was born in Spain)	He is coming from Spain. (= he's travelling from Spain)
love	I love holidays. (= in general) The children love having Jean stay with us. (=they love when she stays)	I'm loving this holiday. (= I'm enjoying; specific holiday) The children are loving having Jean stay with us. (= Jean is staying with us now and children are loving it)
look	Your hair looks great. (= it appears)	She is looking at some old photographs.
weigh	The baby weighs 5 kilos. (= it is)	I'm weighing myself on my new scales. (= I'm finding out my weight)
be	Jack is very noisy. (usually)	Alice is being very kind to me these days. (= but usually she is not kind to me at all) He is being noisy today. (temporary behaviour) But we can't use in the same way the following adjectives: old, angry, beautiful, handsome, happy, healthy, hungry, lucky, nervous, sick, tall, thirsty, young.
depend	It depends what you mean.	I'm depending on you to keep your promise. (= rely)
hope	I hope to see you this weekend. (expresses a wish)	I'm hoping to see you this weekend. (quite a common use, <i>hope</i> becomes more of a deliberate action now in progress)
fit	This dress fits you perfectly. (= it is the right size)	They are fitting new locks. (= are putting in)
appear	He appears to be nervous. (= seems)	He is appearing in a new play. (= is taking part)
enjoy	I enjoy going to parties. (in general)	I am enjoying this party. (specific preference)
mean	The sign means "slow down".	You're always meaning to call us, but you never do. (= are intending)
There is a little difference:		
look feel ache hurt	He looks awful. I feel tired/ sick. My feet ache. My leg hurts.	He is looking awful. I'm feeling exhausted. My feet are aching. My leg is hurting.

If you are not sure about a verb, it will be useful to consult a good English-English dictionary.



Exercise: Underline the correct form. (Stative vs. dynamic verbs)

1. You're very quiet. What (do you think/**are you thinking**) about?
2. What (are you thinking/**do you think**) about the new sports centre?
3. I'm sorry (I'm not agreeing/I don't agree) with you.
4. (Are you looking/Do you look) for me?
5. (Do you prefer/Are you preferring) walking to cycling?
6. (I don't like/I'm not liking) him at the moment.
7. (I hear/I'm hearing) you're leaving us.
8. I'm afraid (I'm not remembering/I don't remember) where we met.
9. (Do you listen/Are you listening) to the radio at the moment?
10. (I'm hating/I hate) cold evenings.
11. (I'm not looking forward/I don't look forward) to my holiday.
12. (They're looking/They look) at clothes at the moment.
13. Why (aren't you agreeing/don't you agree) with the idea?
14. What (is this meaning?/does this mean?)
15. (I'm not understanding/I don't understand) the lessons.
16. (I never agree/I'm never agreeing) with what he says.
17. (He knows/He's knowing) you're wrong.
18. (They watch/They're watching) us.

Exercise: Put the verb in the correct form, present continuous or present simple.

1. Let's go out. It **isn't raining** (not/rain) now.
2. Julia is very good at languages. She **speaks** (speak) four languages very well.
3. Hurry up! Everybody _____ (wait) for you.
4. The River Nile _____ (flow) into the Mediterranean.
5. Ron is in London at the moment. He _____ (stay) at the Park Hotel. He _____ (always/stay) there when he's in London.
6. Normally I _____ (finish) work at 5.00, but this week I _____ (work) until 6.00 to earn a bit more money.
7. 'What _____ (your father/do)?' 'He's an architect but he _____ (not/work) at the moment.'
8. The train is never late. It _____ (always/leave) on time.

Exercise: Complete these sentences, putting the verbs into the correct tense.

1. What's that book you**'re reading**? (read)
2. We usually **go** to the beach at the weekend. (go)
3. She _____ to me every week. (write)
4. 'Where's Kevin?' 'He _____ football with his friends.' (play)
5. My boss _____ to New York every month. (fly)
6. Can you answer the phone? I _____ (cook).
7. Look! That man _____ to get into our car. (try)
8. _____ to school every morning? (you walk)
9. The bank _____ on Sundays. (not open)
10. Her son _____ her very often. (not visit)
11. He _____ his car every weekend. (wash)
12. Sorry, you can't talk to him. He _____ a shower. (have)
13. 'What _____?' 'My homework.' (do)
14. Snakes _____ for most of the day. (sleep)



Underline the correct item.

1. I **see** / **am seeing** that the situation is out of control.
2. The sausages **are tasting**/**taste** delicious.
3. **Do you enjoy**/**Are you enjoying** this party?
4. You haven't said a word all morning. What **are you thinking**/**do you think** about?
5. He **has/is having** a Siamese cat.
6. These flowers **are smelling**/**smell** nice.
7. I **don't know**/**am not knowing** where she keeps the keys.
8. Why **are you feeling**/**do you feel** your pockets? Have you lost anything?
9. Why **do you smell**/**are you smelling** the milk? Do you think it has gone off?
10. Anna is Italian. She **is coming**/**comes** from Italy.
11. That dress **looks/is looking** nice on you.
12. Paul **listens/is listening** to a new record in his room.
13. If you **don't look**/**aren't looking** at that comic book, I'd like to see it.
14. Joan **weighs/is weighing** 50 kilos.
15. Mary **is/is being** very naughty these days.

Fill in with Present Simple or Continuous.

SUE: What (1) *are you doing*..... (you/do) now?

MARK: I (2) (look) through these old film magazines. Look, here's an old picture of Jack Nicholson. Sue: Oh, I (3) (think) he (4) (look) awful! And his suit (5) (not/fit) him properly.

MARK: Yes, I (6) (agree). And he (7) (appear) to be really angry. I wonder what he (8) (think) about.

SUE: He (9) (be) in that new film that's on at the Odeon now, isn't he?

MARK: Yes, I saw it last night. He (10) (look) very different now. He (11) (weigh) a lot more.

SUE: I (12) (hope) it's a good film. I (13) (see) it tonight. Stuart (14) (take) me. Actually, he (15) (be) very nice to me these days.

MARK: He probably (16) (want) to borrow some money.

SUE: I (17) (see). That explains it.

Exercise 1 : In each sentence, first underline all the clues which indicate the tense you must use. After, and only after that, put the right tense and form of the verbs in brackets :

1. I _____ (get up, often) at six o'clock, but yesterday I _____ (wake up) at ten and then I simply _____ (drink) a cup of tea and _____ (go) to the office. When I _____ (arrive), my boss _____ (wait) for me. He _____ (not, tell) me anything, but he _____ (be) very angry.
2. He _____ (never, do) his homework.
3. He _____ (arrive) late last night.
4. They _____ (not, play) football for ten years, and Bill _____ (not, play) football since he _____ (break) a leg in 1992.
5. She _____ (try) to learn English for four years, but now she _____ (not, understand) anything.
6. Mike _____ (not, know) what his wife _____ (do) now, but at that hour, she _____ (usually, sleep).
7. I _____ (meet) him when I was at school.
8. When she first _____ (come) to this house, it was very nice, but since then, they _____ (build) a lot of houses and it _____ (become) very noisy.
9. He _____ (just, come back)
10. Look ! He _____ (sleep) !
11. Yesterday they _____ (write) many exercises. When they _____ (write) a very difficult exercise, the headmaster _____ (come) in.
12. I _____ (know) this old man for six years.
13. What _____ (you, do) next year ? (2 possibilities)
14. What _____ (you, do) last year ?

Exercise 2 : add "since" or "for":

1. He has sold cars _____ ten years.
2. He has lived here _____ 1995.
3. I've waited for you _____ five o'clock.
4. I've mended your socks _____ 2:30. to mend(regular): raccommoder
5. We have read this book _____ last January.
6. We've studied English _____ three months.
7. He has slept _____ seven hours.
8. He has worked _____ seven o'clock this morning.
9. They have been very busy _____ last month.
10. I haven't worn those jeans _____ last week.
11. They have lived here _____ ten years.
12. We have studied _____ an hour and a half, _____ 1:30 pm.
13. She has taught in this school _____ the beginning of the year.

14. He has been ill _____ a long time.
15. It has rained _____ yesterday morning.
16. The castle has stood here _____ three centuries.
17. He has stopped _____ last night.

Exercise 3: put the verbs into the correct tense: **simple past** or **present perfect**:

1. Columbus (discover) America more than 500 years ago.
2. I (not see) you for more than a week.
3. I (not eat) caviar since I was in Russia.
4. How long (you know) him?
5. When (be) the last war?
6. Old George (no be) here for years.
7. They (come) here a month ago.
8. He (not speak) to me for over three months.
9. You (have) a new one every day for six weeks.
10. When (you arrive) here?
11. We (finish) our supper half an hour ago.
12. She (not have) a holiday for four years.
13. I (not play) the violin since I was little.
14. They (visit) Westminster Abbey a few days ago.
15. Your brother (never send) me his E-mail address.
16. The cook (leave) the restaurant a week ago.
17. I (not see) you since we met a year ago.
18. My youngest brother (get) a new job six months ago.
19. We (not pay) our bill for over three weeks.
20. I (buy) one like it a month ago.

Exercise 4: complete with "**since**" or "**for**":

1. We've been here _____ an hour and a half, _____ January, _____ more than a month.
2. She hasn't spoken to me _____ last year, _____ 1998, _____ a long time.
3. I haven't seen you _____ Christmas, _____ three days, _____ March.
4. They have lived in this street _____ I was fifteen, _____ last Monday, _____ then.
5. There hasn't been a match here _____ ages, _____ a few weeks, _____ my birthday.
6. Nobody has written to me _____ my birthday, _____ the beginning of the year, _____ 2003.
7. You haven't sent me any money _____ last Saturday, _____ ten years, _____ I had an accident.
8. It hasn't rained _____ they left, _____ March, _____ more than a month.

1 Circle the correct words.

- 1 We are not allowed / let to wear trainers at school.
- 2 My mother *allows* / *makes* me wash the dishes every evening.
- 3 You can't *make* / *let* me do it if I don't want to!
- 4 Do your parents *allow* / *let* you watch violent films on the TV?
- 5 Sorry. I'm not *allowed* / *let* to give you that information.
- 6 At camp, they *made* / *allowed* us run five miles before breakfast.
- 7 Is your dog *allowed* / *let* to sit on the furniture?
- 8 The teacher didn't *allow* / *let* us go home until everyone had finished their work.
- 9 Did someone *make* / *allow* you wear that awful shirt?

2 Put the words in the correct order.

- 1 allowed / aren't / to / you / eat / here / in
..You aren't allowed to eat in here.....
- 2 to / have / I / do / shopping / you / with / go ?
.....
- 3 must / on / the left / you / drive / the UK / in
.....
- 4 smoke / on / mustn't / you / planes
.....
- 5 doesn't / Tom / to / for / wait / us / have
.....
- 6 borrow / she / mobile / can / my
.....
- 7 you / no, / in / can't / come
.....

3 Complete the sentences. Use *must*, *mustn't* or *not have to* and the verb in brackets.

- 1 You *mustn't* (use) your mobile phone in the library.
- 2 When you enter a new country, you (show) your passport.
- 3 You (come) to my party if you don't want to. But it will be fun!
- 4 Children under four (be) accompanied by an adult.
- 5 Be quiet when you come home – you (wake) the baby.
- 6 Don't worry. You (finish) the job today. Tomorrow will be fine.
- 7 You (be) mad to work here – but it helps!
- 8 We will probably get there on time, but we(hurry).
- 9 Slow down! You (drive) so fast. We might have an accident.

4 Complete the sentences using *can*, *can't*, or *don't have to*.

- 1 When you are on holiday ...
 - a *you don't have to* go to work.
 - b eat in restaurants every evening.
- 2 When you are in a hospital ...
 - a smoke.
 - b show your passport.
- 3 When you are at work ...
 - a talk to colleagues.
 - b sleep at your desk.
- 4 When you are in a restaurant ...
 - a eat everything on your plate.
 - b tell the waiter what you want.

REPORTED SPEECH

INTRODUCTION.

Exercises in translating passages of direct speech into reported speech should not be treated as mere practice in mental gymnastics. Exercises of this type are really essays in comprehension and flexibility of expression. The following observations are offered as having particular relevance to the exercises that follow:

1. There are many verbs besides say and tell that can be used in reported speech and that are often more expressive than these two rather neutral verbs.
2.
 - a. Some verbs used in direct speech cannot be used in reported speech, and have to be expressed with said and an appropriate adverb of manner indicating the way in which something was said.
 - b. Sometimes the tone of the original can be preserved in the reported version only by the use of said, again with an appropriate adverb of manner.
3. Tenses are not always changed mechanically when speech is reported. It is especially important to remember this when dealing with conditionals.
4. In longer passages particularly, it is most important to preserve the spirit of the original, and this consideration should be before a strict adherence to the form. Students must, therefore, not only understand the content but also appreciate the style and tone of the original if their own version is not to sound flat or unnatural by comparison.

IMPERATIVE

SAY. Usually with the actual words spoken. It is never used with the infinitive in reported speech.

TELL. Never used in a sense of recount, with the actual words spoken. A personal object is always present. Imperatives become infinitive phrases in reported speech preceded by a verb such as tell, order, command, ask, with a (pro)noun for the person addressed.

Bring me a book.

He asked her (him, us, etc.) to bring him a book.

STATEMENT.

When the reporting verb is in the PRESENT SIMPLE, PRESENT PERFECT, or FUTURE SIMPLE tense, there is no change of tense in the words reported. Notice only the necessary change of person.

I am very sorry.

He will tell you

He says (that) he is very sorry.

He has just told me

When the reporting verb is in the PAST SIMPLE or, PAST PERFECT tense, or is in a should/would form, the words reported are viewed in a different perspective. The speech is now remote, and seen as relating a sequence of events happening in the past, the tenses being changed accordingly.

I am a student, and I have studied for three years.

He said (that) he was a student and had studied for three years.

So the following tense changes are automatic after past tense reporting verbs:

DIRECT SPEECH	REPORTED SPEECH
Present continuous	Past continuous
Present simple	Past simple
Present perfect	Past perfect
Past perfect	No change
Past simple	Past perfect
Past continuous	No change (usually)
shall/will	Would
Can	Could
Could	No change
Must	Had to or no change
Should	No change
Ought to	No change
May	Might
Imperative	Infinitive

Adverbs of time and place and a few other expressions also change. Here are some examples (to be taken as convenient equivalents, not as rules):

Speaker's words	Reported Statement
Tomorrow	The next day/the following day
Yesterday	The day before
Here	There
This/that	The
This morning	That morning
today	That day
Tonight	That night
Next/on Tuesday	The following Tuesday
Last Tuesday	The previous Tuesday
The day after tomorrow	In two day's time
Ago	Before/previously

But these equivalents should be used with common sense.

This vehicle isn't safe.

He said that the vehicle was not safe. (the not that unless this is stressed).

And is not always necessary to use any equivalent at all, as the past tense of the introducing verb is often quite sufficient.

I am coming to see you now.

He said he was coming to see me. (then is not wanted)

Must: In ordinary speech must has three possible meanings, each of which has a different form when reported. Can and needn't sometimes behave in a similar way.

1. Necessity or compulsion AT THE MOMENT OF SPEAKING A TRUE PRESENT. This of course becomes a PAST when reported.

I must go now He said he had to go at once.

I needn't go He said he didn't have to go

I mustn't go He said he wasn't to go.

2. Necessity or compulsion in the future; as a substitute for shall/have to. This of course, behaves like a future, and changes to the should/would form in reported speech for must and needn't.

He said he
I must go next week would have to go the following week.
I needn't go next week wouldn't have to go
I mustn't go... wasn't to go
(has no future form)

3. Permanent ruling or prohibition. Here the must remains unchanged.

You mustn't cross the road against the red light.
He told us we mustn't cross the road against the red light.

All natural laws and eternal truths may remain in the SIMPLE PRESENT.

QUESTIONS

The word order of reported speech is the same as the simple STATEMENT; there is no inversion as in a simple question. In questions introduced by a question-word (who, what, how, when, etc), this word serves as a link between the introducing verb and the reported question.

What is your name?
He asked me what my name was.

If the question has no question-word, but is one of the type that can take yes or no for an answer, whether or if is used as a link between the introducing verb and the reported question.

Have you seen him anywhere?
He asked me if I had seen him anywhere.

Shall in REPORTED QUESTIONS requires a special preliminary exercise if its behaviour has not already been learnt. Questions beginning Shall I...? are of two types.

TYPE 1 PURE FUTURE

Shall I ever forget her?

TYPE 2 REQUEST (=Do you want me to?)

Shall I open the window?

In TYPE 1 the Shall I? becomes: ...if he would...

In TYPE 2 the Shall I? becomes: ...if he should...

TYPE 1. Shall I ever forget her?

He wondered if he would ever forget her.

TYPE 2. Shall I open the window?

He asked if he should open the window.

The only point to remember is to change the tense in both parts.

Do you know who is coming?

He asked if I knew who was coming.

Do you know who killed him?

He asked if I knew who had killed him.

Did you wonder why I didn't come?

He asked if I'd wondered why he hadn't come.

But we rarely find a succession of PAST PERFECTS, any other CONTEMPORARY actions being left in the PAST SIMPLE.

Did you wonder why I didn't come when he was wanted?

He asked if I'd wondered why he hadn't come when he was wanted. (didn't come is also heard)

Late response. This is a curious but not uncommon trick of conversation combining the principles of direct and reported speech in one. Sometimes a remark is passed, the exact meaning of which is not fully grasped at the moment; after a short lapse of time the listener reverts the speaker's original subject, asking about the doubtful point, but usually framing his direct question in the tense of a REPORTED QUESTION with a past tense introducing verb. Examples will make it clearer:

Mr A. I'm supposed to go again on Friday.

(pause or more miscellaneous conversation)

Mr B. When were you supposed to go again?

(When did you say you were supposed to go again?)

Mr A. His name is Tanner-Whyte.

(pause or conversation)

Mr B. What was the man's name?

Imperatives take was (were) to, or more rarely had to.

Mr. A. Put it among the papers in the third drawer down.

(Pause for forgetting)

Mr. B. Where was I to put it?

(Where did you say I was to put it?)

And in the past:

Mr. A. They made at least seventeen copies and sold them all.

(pause or more conversation to confuse the mind of Mr. B.)

Mr. B. How many copies had they made?

(How many copies did you say they had made?)

EXCLAMATIONS

Reporting an exclamation is usually best achieved by a circumlocution reflecting the spirit of the original exclamation.

Exclamations are not often reported in spoken English, so too much time shouldn't be wasted in hunting for the best expression. The other forms of REPORTED SPEECH far more important.

Some exclamatory forms are really questions (rhetorical) or imperatives.

"What a lovely garden!"

He remarked what a lovely garden it was.

"Hello! where are you going?"

He greeted me and asked where I was going.

"Oh dear! I've torn my frock!"

She exclaimed bitterly that she had torn her dress.

or: She sighed and said that she had torn her dress.

EXERCISES

Put the following texts into the reported speech with the introducing verbs in the past tense.

1. My name is Arthur Tann. I was born in 1952 and educated at Wallingford Grammar School, where I passed five O-levels. I left school in 1970 and went to work for an insurance company. Then I came to live in Middleford and got a job at the library. I've been there for about three years but I don't think I'll stay there much longer. At the moment I'm living in Gladstone Avenue but I may leave soon. I want to do a Management course but I can't do it until I've passed some A-levels.

2. Do you know a girl called Mary who works at the library? Is she doing a course at the College? Will she marry Bruce? Did you take any A-levels at school? Have you bought those three books yet?

Put the following sentences into reported speech, with the introducing verbs in the past tense:

1. It is cold in here. Is the window open? _____
2. Do you think it will rain? It is very cloudy _____.
3. I must write some letters now. What date is it? _____
4. How do you like Maisie's new dress? I bought it for her at a sale _____.
5. We are going for a country walk. Would you like to come too? _____
6. What time is it? My watch has stopped _____.
7. This is a most interesting book. Have you ever read it? _____
8. What is the matter? You don't look very well _____.
9. That looks difficult to do. Can I help you? _____
10. Are you free tomorrow night? I would like you to come to my party _____.

Put into reported speech.

1. Clean it yourself _____.

REPORTED SPEECH

MMLLDC

2. Wrap it up in a piece of paper_____.
3. Cut the corners off_____.
4. Fasten your safety belts_____.
5. Don't sit on my bed_____.
6. Wait there until I come_____.
7. Don't speak until you're spoken to_____.
8. Leave it on the piano_____.
9. Don't wipe your dirty fingers on my nice clean tablecloth_____.
10. Don't try to be funny_____.
11. Brush it off when it gets dry_____.
12. Don't put your elbow on the table_____.
13. Look where you are going_____.
14. Mind the steps_____.
15. Get your hair cut_____.
16. Go to bed and don't get up until you're called_____.
17. Eat up your dinner at once or I'll punish you_____.
18. Write your name clearly at the top and then take down these points as I call them out_____.
19. Bring in the two accused men and take care they don't get away. (The judge...)_____.
20. Don't spend all your money on food and drink. Save some for the future_____.

Put the following sentences into reported speech, introducing them with a verb in the past tense.

1. I am ill_____.
2. I met him last year_____.
3. They will be here soon_____.
4. She has finished now_____.
5. I am living in London_____.
6. He is going to Berlin tomorrow_____.
7. I've just been to the butcher's_____.
8. I can come next week_____.
9. I don't know what he'll say_____.
10. They went away yesterday_____.
11. I would do the same myself if I were in your place_____.
12. I tried to ride a bicycle but I fell off three times_____.
13. I shall expect to see you next Wednesday_____.
14. These apples won't keep, they are too soft_____.
15. I haven't had enough time to finish what I intended to do. I can do some more later on_____.

16. I expect to hear some news tomorrow; I will tell you if I do so that you needn't worry_____.
17. You must leave the country at once_____.
18. People mustn't fish in this river_____.
19. You must decide what you want to do_____.
20. You must do it all again before next week, although I must confess it's the first bad repair you've done. You'll get a new job to do when you've finished it_____.

Put the following sentences into REPORTED SPEECH with the introducing verb in the past tense. Vary the introducing verb.

1. Are you enjoying yourself?_____
2. Did you see the King yesterday?_____
3. Does she always wear a hat?_____
4. Have you seen my new hat?_____
5. Do I look all right?_____
6. Are the grapes sour?_____
7. Is it time to go?_____
8. Will the taxi be here at eight o'clock?_____
9. Can you hear a noise?_____
10. Ought the light to be on?_____
11. Are my shoes cleaned yet?_____
12. Did the greengrocer have any fresh vegetables?_____
13. Does your car always make a nasty smell?_____
14. May I use your telephone?_____
15. Is it raining heavily?_____
16. Do you sleep in the afternoons?_____
17. Must the door be kept shut?_____
18. Was the train very full?_____
19. Have the children put away their toys?_____
20. Did Bill give you that ring?_____

Put the following sentences into REPORTED SPEECH with the introducing verb in the PAST tense.

1. What a lovely house!_____
2. Hello! What do you want?_____
3. My goodness! You are slim!_____
4. Haven't you ever been here before? (He was surprised...)_____
5. What a dirty face you have!_____

6. Oh! I've cut myself! _____
7. Help me! _____
8. The house is on fire! _____
9. What have you done to your hair? _____
10. What on earth has happened? _____

OTHER ACTIVITIES

It happened a long time ago. The weather was fine and there was plenty of food and good beer to drink. There was a country and like all good countries it had a king. He wasn't a bad old stick either, as kings go, and his queen was a good-looking woman. So he did his kinging in the daytime and his queening in the night and everything passed off very pleasant for everyone concerned. But like all good things it had to come to an end, and soon the king went off to war and the queen was left on her own for years. And naturally enough she got a bit fed up with it, and one night when she was in bed she heard the west wind knocking on her bedroom door. Well she knew what he was after all right, but she let him in all the same, and soon after he'd whispered a few sweet nothings in her ear and succumbed to his passion and one thing led to another and when she woke up next morning she found she was pregnant. So the west wind carried her off to his palace and when her husband came back from the wars and found out that she'd buzzed off he was very upset. Anyway, after a bit he got angry and snatched a thunderbolt out of the sky and threw it and he followed it to the place where it had landed, but his wife wasn't there. So he did the same thing again and again until he arrived at a palace. Well by this time the west wind had got a bit fed up with the queen and he'd left her flat, her and her baby, and when the queen realized that her husband the king had caught up with her she felt so ashamed that she ran away with her child and jumped off the edge of the world, straight into the sea, and as soon as she touched the water she was changed into a great rock.



The lion in love. Shelagh Delaney.

QUESTIONS.

1. What was the king like?
2. What was the queen like?
3. What did the king use to do?
4. What happened after a time?

5. Who went to look for the queen?
6. Did she know what he was there for?
7. Where did the wind take the queen?
8. Why did the queen meet the wind?
9. What happened after the king came back from war?
10. What did he do to find the queen?
11. Was the wind with the queen when the king found her?
12. What did the queen turn into?
13. Vocabulary. Explain the meaning of:
 Fed up: Whispered:
 Buzzed off: Jumped off:
14. Put the story into 80 words using your own words.

DAY-OLD BABY IS SNATCHED FROM HOSPITAL.

She's found safe by police.

A NEWBORN baby snatched from her hospital cot was back in her tearful mother's arms last night. The day-old girl vanished from a side ward after her 23-year-old mother left her alone for 20 minutes.

The distraught mother went home with her husband to wait and hope while a big police search went on. Last night the parents 22 hours of agony ended. Police acting on a tip-off found the baby safe at a house ten miles from the hospital. A 20-year-old single woman was later helping with inquiries.

Detective Superintendent Ken Cook said: "The child has been well cared for. She has been medically examined and is fit and well. But as a precaution, more thorough medical tests are now being carried out."

Police are understood to have discovered a blue carry-cot and other baby equipment at the house. The mother, who has not been named, was with her baby in a single room off the main ward at New Cross



Hospital in Wolverhampton. She returned from a brief visit to the nearby day room to find the child missing. The baby was last seen just before visiting time on Saturday evening. Police with tracker dogs were joined by mounted officers to search the grounds. Frogmen investigated a nearby canal. The baby was found at a house at Dudley, West Midlands. Detective Superintendent Cook said the woman helping with inquiries was not related to the child's family.

QUESTIONS.

1. How old was the baby's mother?
2. Where was the baby found?
3. Explain what happened in about 50 words.
4. Who else helped with inquiries?
5. What do you think about this fact?
6. Vocabulary. Explain the meaning of:

Frogman:
To be related:
Nearby:

Ward:
Fit:

WHAT DOES IT MEAN?

What does the macabre mean? In the macabre, people get damaged. The hero is often the victim. Life is seen through a glass, darkly, bloodily. The macabre is the art from the failure. The failure of imagination and energy to keep in touch with reason and love. The failure of Dr. Faustus, the failure of Macbeth.

What the artist does is to produce "Myths". He takes some vital philosophical problem like evil, disorder, violence. He reasons it out not through logic or experiment like a scientist but through the creation of a world of characters and circumstances that mimic his understanding of the real world through a narrator who may also be a character and he presents events from that world, using signs to create images. And the text that results, the marks on paper, add up a kind of explanation of the problem or conflict he has been exploring. The artist in general is saying, here is an object I have made: a film, a book, a painting: this object is a model, in this little theatre, it might help you understand where we come from, who we are, where we are going. It might help because I, in my imagination, have tried to live in this world myself. My film, my book, my painting is a map of where I've been a model of what happened there.

The map and the model make up a myth. In the macabre the models are madness, mystery and murder in action and the maps are maps of hell.

QUESTIONS.

1. What kind of art is the macabre?
2. What kind of problem does the writer deal with?
3. Does the artist talk about the world? Who through?
4. Why does the product of the artist help us?
5. What are the models in the macabre?
6. Vocabulary. Give synonyms, antonyms or explain the meaning of:
 Glass:
 Failure:
 Kind:
 Murder:
 Hell:

I don't want to die, cried boy knifed by crazed mother

by ALUN REES

A WOMAN obsessed with the idea that she was evil stabbed her sons to death before killing herself.

A neighbour heard one of the boys screaming 'I don't want to die mummy!' through the wall.

An inquest yesterday was told how Isabelle Williams was 'oppressed and obsessed' with a belief in inherited evil.

She believed she had passed on 'bad genes' to her sons Steffan, 11, and Rhodri, 14. In her tortured mind, if the inherited evil was to die then they had to die too.

Her husband Haydn, 42, fought back tears as he told the inquest: 'She said there was a madness in her and in her family. She said she would never be able to do anything about herself and she was passing on bad genes. She suggested that we all take our own lives because the boys

wouldn't survive without her.'

Mrs Williams, 41, had suffered depression since her teens.

She bought three kitchen knives and waited until her husband was away before killing the children at their home near Swindon in the early hours of March 15.

Forensic pathologist Dr Roger Ainsworth told the Swindon hearing: 'My findings were consistent with Isabelle stabbing Steffan as he lay on the

REPORTED SPEECH

MMLLDC

bed after striking him on the head with a mallet.

Then she attacked Rhodri on the head with the Wiltshire coroner David Masters said: Ashe was oppressed and obsessed with inherited evil. She was firmly of the view that she was a bad person. Psychiatrist Dr Neville

mallet in the other back bedroom and cut his foot with the knife. He escaped to the front bedroom, where he was Shaw said: Ashe spoke of someone close to her who had committed suicide and she felt that it was in her genes.

Verdict: Unlawful killing by Mrs Williams who

stabbed. French-born Mrs Williams, a devout Catholic, then stabbed herself five times in the abdomen. then killed herself.

DAILY EXPRESS

August, 29, 1996

QUESTIONS

1. Where was Mrs Williams born?
2. What religion was Mrs Williams?
3. What age was Mrs Williams when she started having problems?
4. How did she kill her sons? Did she commit suicide?
5. When did she kill them?
6. Where did the family live?
7. Why was she so interested in killing her sons?
8. Vocabulary: stab, evil, belief, scream.
9. Rewrite the story again in about 80 words.

Drugs can't cure teenage problems

MURDERED schoolgirl Lucy Burchell, 16, was offering herself for sale on the streets of Walsall. Two days before she disappeared she wrote a loving letter to her parents.

I'm sorry for the way I've been acting, I love you both more than anything. I'm sure she meant those words. They were good parents and she had every reason to appreciate them.

**DENISE
ROBERTSON**

Drugs may have been at

STRAIGHT FROM THE HEART

the bottom of Lucy's problems. The bright girl, with eight GCSE

passes, liked to get stoned according to a classmate and a drug habit has to be paid for, even if it means selling your body.

I can imagine what went on in Lucy's mind, the urge to experiment, the determination not to get hooked, the certainty that in the end, however bad things got, Mum and Dad would still be there.

REPORTED SPEECH

MMLLDC

Teenagers have a simple faith in things coming right in the end. It won't happen to me[®] is their mantra.

They appear on TV, in the wake of deaths from Ecstasy,

There have always been people with good jobs and loving families who indulge in a drug as though it were a gin and tonic and claim it is life enhancing.

For them, it may be, but they are not vulnerable school children, or unemployed 20-year-olds with nothing in prospect but the next hit.

I would legalise cannabis tomorrow for medical use. The fact that a 29-year-old is being prosecuted for using it to ease the pain of his chronic illness is, in my opinion, wrong

to tell us how they just use it for fun and it's perfectly harmless.

Now drugs adviser Ian Wardle wants TV to help young people take drugs more safely. He criticises programme makers and the law should be changed. Except in such circumstances, drugs do not help.

To live a fulfilled life you need a buzz... from your work, your relationships, your leisure. If you're not getting your buzz, tackle your work or the lack of it, your love life, your lifestyle. Trying to obtain that extra frisson from a substance is not going to work.

While you're leaning on drugs, you won't sort out your problem. You may even not admit these is one. Soon you will be fully occupied feeding your

for showing drug users as the sad, the bad and the mad[®] and blames soaps for only showing the problems of drug abuse.

habit, resorting to whatever comes to hand.

In the long term, drugs don't help. In the short term, they can kill.

AI love you all very much and I always will, no matter what,[®] is how Lucy finished her letter.

I hope those words comfort her parents and I hope the fact that a cherished child could end up dead in the gutter will serve as a warning to us all.

DAILY EXPRESS

29, AUGUST, 1996

QUESTIONS

1. How did Lucy get the money to buy drugs?
2. On what condition would the writer legalise some types of drugs?
3. What wrong ideas do teenagers get when they start consuming drugs?
4. According to the writer, could drugs be compared to a gin and tonic?
5. Vocabulary: harmless, enhance, leisure, gutter.
6. Composition: If you had the power, what would you do with drugs? (80 words)

THE FOOL ON THE HILL

Day after day, _____ on the hill the man with the _____ grin is keeping _____ still, but nobody wants to know _____, they can see that he's just a fool and he never _____ an answer but the fool on the hill sees the _____ going down and the eyes in his _____ see the world _____ 'round. Well on the way, head in a _____ the man of a _____ voices talking perfectly _____, but nobody ever _____ him or the sound he _____ to make and he never seems to _____ but the fool on the hill sees the sun going down and the

_____ in his head see the world spinning 'round.
 And nobody seems to like him,
 they can tell _____ he wants to do
 and he never shows his _____
 but the fool on the hill sees the sun going down and the
 eyes in his head see the world spinning 'round.
 He never _____ to them, he knows that they're the _____
 they don't like him
 the fool on the hill sees the sun going down and the
 eyes in his head see the world spinning 'round.

Main features.

Use of simple present.
 Nobody and other indefinite pronouns.

WHILE MY GUITAR GENTLY WEEPS

I look at you all see the love there that's sleeping
 while my guitar gently weeps.
 I look at the floor and I see it needs sweeping
 still my guitar gently weeps.
 I don't know why nobody told you how to unfold your love.
 I don't know how someone controlled you
 they bought and sold you.
 I look at the world and I notice it's turning
 while my guitar gently weeps.
 With every mistake we must surely be learning
 still my guitar gently weeps.
 I don't know how you were diverted,
 you were perverted too.
 I don't know how you were inverted,
 no one alerted you.
 I look at you all see the love there that's sleeping
 while my guitar gently weeps
 I look at you all...
 still my guitar gently weeps.

Main features.

Use of simple past.

Pronunciation of regular simple pasts

Use of present continuous.

Subordinate clauses introduced by HOW, WHY, WHEN, etc.

MIXED TENSES.

Put the verbs in brackets into the correct tense.

Dear Sir

1) I (be) _____ interested in the furnished cottage near Dedham which you (advertise) _____ in yesterday's Telegraph, for my husband and I (come) _____ to England in June and (require) _____ accommodation for three months. 2) You please (tell) _____ me exactly where it (be) _____ and give me details of bus and train services in the area. 3) I also (like) _____ to know about the local shops. 4) I (be able) _____ to shop without car? 5) My husband (hope) _____ to hire a car, but I (not drive) _____ and he (not be) _____ free very often to take me shopping, so we (need) _____ a cottage on a bus route. 6) The local shops still (deliver) _____? 7) I (know) _____ they (do) _____ ten years ago.

8) I (be) _____ grateful also if you (tell) _____ me whether you supply sheets etc. and whether a laundry (call) _____ at the house. 9) The rent you (ask) _____ (sound) _____ reasonable for the size of the cottage. 10) How you (like) _____ it paid? Weekly, monthly or in advance?

11) My husband and I (be) _____ abroad for ten years, but before that we (live) _____ near Dedham, which is why we (want) _____ to spend our holidays there. 12) My husband also (write) _____ a book about Constable and (like) _____ to finish it in the area where he, Constable, (paint) _____ most of his pictures.

13) Mr Jones, the bank manager, (know) _____ us since we (live) _____ in the area and I (be) _____ sure he (recommend) _____ us as suitable tenants. 14) I of course (be willing) _____ to send a deposit.

15) I (be) _____ grateful for an early reply and (enclose) _____ a stamped addressed envelope.

Yours faithfully
Pamela Smith.

Reading 1

GRANITE ISLAND

Granite Island is about 100km south of the Adelaide, Australia. It is just off the coast of Victor harbour and you can get there by walking across the causeway or taking the horse tram. It is the most popular park in South Australia with 700,000 visitors each year.

Aborigines, the original Australians, lived on Granite Island for thousands of years. They believed in god, Ngurunderi, threw a spear into the ocean and created this beautiful island.

Granite Island is a perfect place to go hiking. The Kaiki Walk, for example, takes you around most of the island. On the way, you can enjoy some amazing views and experience the island's incredible wildlife. There are over 2,000 penguins on the island. The best time to see the penguins is in the evening. You can go on a guided tour and see the penguins up close. There are also many smaller birds on the island like Pacific Gulls, Crested Terns and Australian Kestrels.

The sea around Granite Island is full of interesting marine life. 'Whale watching' is very popular with visitors and if you're lucky, you can see an endangered Southern Right Whale.

The Granite Island Cafe and Port of Call Restaurant are also worth a visit. You can enjoy a variety of meals and snacks there and there is also a shop for you to do all your souvenir shopping.

So, come to Granite Island, 700,000 visitors a year can't be wrong

A Read the text above and write True and False

1. Granite Island is 100 km south of Victor Harbour. -----
2. You don't need a boat to get to the island. -----
3. 700,000 people visit the island every month. -----
4. You can see many animals on the island and in the water around it. -----
5. People can only see the penguins in the morning. -----
6. Lots of people go to Granite Island to watch whales. -----
7. There aren't any places to eat or shop on the island. -----

B Answer the following questions about the text.

1. Where is the island?
2. How can you go there?
3. What activities can you do there?
4. Why are the whales so special?
5. Where can you eat delicious food?

Reading 2

DEAD MAN'S ISLAND

Carol Sanders is growing up happily in Hong Kong when **her** favourite pop star, Jake Rosso, and her father both die. She is very unhappy and starts getting into trouble so her mother takes her back to England. **There** her mother gets a temporary job as a secretary on a Scottish island although Carol overhears Greta Ross, the interviewer, telling someone on the phone not to worry because **they** have been out of the country for seven years.

Mrs Sanders is going to be the secretary of Greta's husband, a businessman who never leaves the island and who doesn't like visitors. The mysterious Mr Ross is sad-looking young man with short hair, moustache and glasses.

One day Carol sees a face at the window of the house watching her. Her mother tells her that all the money and property in Mr Ross's business is in his wife's name. When Carol accidentally takes a photo of Mr Ross, the gardener takes the film: Mr Ross doesn't like having **his** picture taken. Carol sees a half-hidden door in the house and is told sharply that **it** is private.

Two nights later, Carol sees Mr Ross come out of the locked room and hide the key. In the morning she goes into the room.

It is full of Jake Rosso memorabilia. Carol realizes that Mr Ross is Jake Rosso. But he has followed her. He tells her that when he was a pop star he caused the death of a young girl. So he faked his own death and then came to live with his family on this island. Carol decides to keep the secret. She needs to begin a new life too. Later she gets a job on a farm but sometimes thinks about the 'dead man' on the island.

A Read the text above and say what do the words in bold refer to.

1. **her** (line 1) _____
2. **there** (line 3) _____
3. **they** (line 5) _____
4. **his** (line 14) _____
5. **it** (line 15) _____

B Choose the answer (A, B or C) that fits best according to the text.

1. Carol was sad because _____ died.
A her mother
B her brother
C her father and her favourite pop star
2. _____ so Carol and her mother went back to England.
A Carol had some problems
B Carol's mother wanted to work
C Carol and her mother were very happy

3. Her mother is a _____

- A pop star
- B secretary
- C interviewer

4. _____ doesn't like meeting new people.

- A Greta Ross's husband
- B Greta Ross
- C Mrs Sanders

5. Mr Ross has _____

- A long hair
- B beard
- C moustache and short hair.

6. Jake came to live on the island because he

- A killed a girl accidentally.
- B wanted live on the island
- C got a job on the farm.

Reading 3

Read the following article about Wedding Bells. Five sentences have been removed from the article. Choose from the sentences (A-E) the one which fits each gap (1-5). Write your answers in the blank, in the text.

WEDDING BELLS From around the World

Morocco

A traditional Moroccan wedding lasts four to seven days. On her wedding day, the bride has a milk bath. After that, the women in her family paint her hands and feet with henna. (1)_____. After the wedding, the couple go to their new home and the bride walks around the outside of her new house three times.

Poland

In Poland, the wedding reception usually includes polka music and dancing. (2)_____. Wedding guests pin money to the wedding dress because they want to 'buy a dance from the bride. The couple usually use the money on their honeymoon.

Taiwan

In Taiwan, families usually visit an astrologer because they want to know the best date for the wedding. On the wedding day, the groom goes to the bride's house and they have a farewell meal there, the last meal the bride has at home. (3)_____. After a large meal, family and friends give the couple money in small red envelopes.

Sweden

In Sweden, just before the wedding, the bride's mother gives the bride a gold coin to put in her right shoe.(4)_____ The bride's father gives her a silver coin to put in her left shoe. This way, they know that she's always going to have money.

Hawaii

At Hawaiian weddings, the bride and groom wear flowers around their necks called 'leis'. (5)_____. Both the bride and the groom wear white and the groom wears something red around his waist.

- A The bride's father gives her a silver coin to put in her left shoe.
- B The 'money dance ' is always popular at a traditional reception.
- C Then, the groom takes the bride to his house.
- D Each 'lei' consists of about 40 or 50 fresh flowers.
- E This is called 'Beberiska'

USE OF ENGLISH

A. Rewrite the following.

1. It's necessary for them to pay the rent on the first of each month.
They _____
2. It's cold and windy outside, so the kids are playing indoors.
_____ because _____
3. Sharon is still sleeping.
Sharon _____ yet.
4. Greece became a member of the European Union in 1986.
Greece has been _____
5. The last time I wrote a poem was two years ago.
I haven't _____
6. Perhaps the Green Party will come second. (might)
The _____
7. I have to see the plans today.Do you want me to fax them to you?
Shall _____?
8. How about buying them an electric kettle?
Why _____?
9. It's not necessary for you to get a visa to visit France (because you're British).
You _____
10. Sorry, but it's not OK to touch the statues and paintings.
Visitors _____
11. It's possible that he will spend most of his life in prison.
He _____
12. He stole the money in the safe because he wanted to buy his girl friend a Rolex watch.
He _____ to _____
13. British cuisine isn't as good as Turkish cuisine.
Turkish cuisine is _____

15. I have never met a friendlier person than Rita! **(ever)**
 Rita is _____!
16. She fried the potatoes and then aired the kitchen.
 _____ after _____

B. Complete the following dialogues.

1)

Sam: _____?

Bob: I was at Lucy's party.

Sam: _____?

Bob: She lives in Covent Garden near the market.

Sam: Oh! Really. _____ a party?

Bob: Because it was her thirtieth birthday.

Sam: Was it crowded? _____?

Bob: There were about 20 people. Her friends from school and neighborhood.

Sam: _____ the food?

Bob: Oh! Lots of food. We ate hamburgers, sandwiches, crisps, and champagne.
 The food was delicious.

Sam: _____?

Bob: When I came home it was about 2 a.m.

Sam: _____ Carla, my ex-girlfriend there.

Bob: No. But I saw Rosaline my ex-girlfriend. She looked horrible, though.

2)

Mary: Hello, Lucy _____ last night?

Lucy: I was at the cinema.

Mary: _____?

Lucy: 'The Others'

Mary: _____ it?

Lucy: Yes, it was great! _____ science-fiction films?

Mary: No, _____. I like comedies.

Lucy: My mother _____, too.

Mary: What _____ now? Is she _____?

Lucy: Yes, she's making a cake in the kitchen.

Mary: _____ well?

Lucy: Yes, she _____. She's a good cook.

Mary: What about you? _____ something special so far?

Lucy: Me! You're joking! I _____ in my life!

3)

David: I've got a terrible headache!

Sue: Shall I _____?

David: Thank you but I can't _____

Sue: I'll _____ then.

David: OK. That's better.

4)

Bob: What a boring day! I'm bored! Shall we _____?

Ted: I'm afraid I can't. I have to _____

Bob: Let's _____ instead, then.

Ted: OK. That's a good idea. I'll _____.

5)



Toby: You come from Brazil, don't you?

Sandra: That's right. I live in Santos.

Toby: _____ another country?

Sandra: Yes, I've been to Uruguay.

Toby: _____ in Uruguay ?

Sandra: We went to Punta del Este.

Toby: That's a seaside town isn't it? _____ hotel?

Sandra: No, I haven't. They are too expensive.

Toby: _____?

Sandra: No, we didn't. We drove there.

Toby: Uruguay is a long way from Santos. _____ ?

Sandra: It took two days.

Toby: _____?

Sandra: Yes, I liked it there very much.

Toby: _____ in an aeroplane.

Sandra: Yes, I've flown from Sao Paulo, Belo Horizonte and Vitoria.

Toby: _____ ?

Sandra: I went to Sao Paulo two years ago.

Toby: _____ ?

Sandra: No, I've never been to Rio de Janeiro.

C. Fill in the blanks using prepositions.

1. The bus is going to arrive _____ Ankara _____ ten minutes.
2. Can you pass that book _____ me?
3. The bird flew away _____ the open window.
4. We went _____ a picnic last Saturday. The picnic area was _____ a river. We walked _____ the river and we went _____ the hills to take photos. Some children jumped _____ the water and some of them swam _____ the river _____ the other side. It was a lovely day!
5. Look! A helicopter is flying _____ the village.
6. The policeman wanted the boy to take the gun _____ his pocket and put it _____ the floor.
7. He was ill so he didn't shave _____ two days.
8. A: It's boring, I won't watch this film. Will you please turn _____ the TV?
B: But I want to see the end _____ it!

D. Write the interviewer's questions, putting the verbs into the present perfect or the past simple.

Chris: This is Chris Bowker. I'm talking to the writer Jayne West at her home in the North of Italy. How long have you lived (live) in Italy, Jayne?

Jayne: About three years now.

Chris: Where _____ (live) before?

Jayne: I lived in New Zealand for about ten years.

Chris: Why _____ (go) to New Zealand?

Jayne: My husband was from there.

Chris: Why _____ (leave) ?

Jayne: My husband died and I had no reason to stay there.

Chris: How many books _____ (write)?

Jayne: Oh, about thirty, I think. I'm not sure.

Chris: What _____ (be) your first novel?

Jayne: It was 'Winter Rose'.

Chris: The last time we spoke you were writing a novel about the American Civil War. _____ (finish) that yet?

Jayne: Yes, I finished it last year.

Chris: _____ (start) a new novel?

Jayne: No, not yet. I'm taking a break.

E. Use only one word to complete the blanks.

Is a man still a child when he is 30?

Children usually live _____ their parents – but until what age? 20? 25?

Stephen Richardson, a social psychologist, studies the lifestyles _____ young people in Britain and the USA. He says that today _____ young people live at home _____ they are 25 or more. They are happy to live with _____ parents, go out at night, and _____ their money on mobile phones and designer clothes. It's not only university students, but also, young people who have jobs and earn money.

_____ many other European countries children leave home later. In Italy _____ example, 30% of men and 18% of women _____ 30 and 34 live with their parents. This week in Naples a judge decided _____ Giuseppe Andreoli, aged 70, must pay 750\$ _____ month to his ex-wife for their son Marco. Marco lives with _____ mother – but he is _____ a child, he's a 30-year-_____ lawyer

Lesley

Lesley bought _____ house two months _____. It is _____ beautiful cottage in _____ countryside. _____, when Lesley decided _____ buy it, it needed a lot _____ work. _____, she decorated _____ the rooms. Then, she _____ lots of flowers in the garden. _____ that, she made new curtains _____ all the windows. _____ everything was ready she moved _____. That _____ last week. Now, Lesley _____ very happy.

Invitation

Dear Mike,
How _____ you? I'm _____ to you because I would
_____ to invite you to a party that Paula and I decided to give a
_____ on April 20th. Our daughter Joan _____ just become 18 so we
want _____ celebrate it.

Do let me know if you can _____
I look forward to seeing you again.

All the best,
Steve.

F. Supply the correct tense.

1. I'm afraid Mr. Worth _____ (not/be) available at the moment. He
_____ (talk) to a customer on the other phone.
2. Carol _____ (run) in a lot of races so far, but she _____
(never/win) one.
3. We're going to pick the tomatoes when they _____ (be) red.
4. The Gediz _____ (flow) into the Aegean Sea.
5. I know you _____ (not/listen)! You _____ (think) about your job again-
you _____ (be) a complete workaholic!
6. -Would you like something to eat?
-No, thanks. I _____ (just, have) lunch.
7. - _____ (you, see) any good films recently?
-Yes, I _____ (watch) Mel Gibson's latest film last Friday.
8. -What _____ (you/do) when you _____ (hear) the fire alarm?
-We _____ (run) out of the office. Turgay _____ (jump) out of the
window and _____ (hurt) his back. He _____ (be) in bed since then.
9. - What's that terrible smell?
- I _____ (think) Dave _____ (smoke) a cigar in the corridor.
10. - Oh dear, I _____ (leave) my bag upstairs.
- It's OK. I _____ (go) and _____ (bring) it.
11. Unfortunately, Mr. Dawson _____ (not/recover) yet. How long
_____ (he/be) in hospital?
12. - _____ (you/ever/eat) gülleç?
- Yes, it _____ (be) delicious.
13. - Why _____ (Ali/wear) a suit and a tie today? He _____
(usually/wear) jeans to school.
- He _____ (talk) to the Dean this afternoon.
- Really? _____ (he/speak) about his scholarship?
14. I _____ (know) Cemre since _____ (she/be) six. By the way,
How old _____ (be) she now?
15. Don't worry about the room. I _____ (tidy) it up before mum _____
(get) home back.

G. Complete the blanks with recently, yet, just, already, ever, never, or always.

1. A: Jonathan has moved house _____ .
B: What's his new address?
2. A: Have you _____ been to China?
B: No, I've _____ been there.
3. A: Has she finished her homework _____ ?

- B: Yes. She's _____ finished it.
4. A: He eats a lot of vegetables, doesn't he?
B: Yes. He has _____ liked vegetables.
5. A: Is John at home?
B: Yes, he's _____ arrived. He's taking off his coat at the moment.

H. What's happened?

Match and say the sentences

- | | |
|-----------------------------------|---------------------------|
| 1. I've bought you a hat. | a. He can't go out. |
| 2. He's been to Greece. | b. He's got a sun-tan. |
| 3. I haven't eaten all day. | c. I can't open the door. |
| 4. Nick hasn't done his homework. | d. She's very happy. |
| 5. Jenny has cut her finger. | e. It looks untidy. |
| 6. You haven't combed your hair. | f. I'm staying in bed. |
| 7. I've caught a cold. | g. I'm very hungry. |
| 8. She's passed her exam. | h. It's bleeding. |
| 9. The bank hasn't opened yet. | i. Try it on. |
| 10. I've lost my key. | j. I can't get any money |

I. Read the letter below and put the verbs in brackets into the correct tense.

Dear Ellen,

Hello from Amsterdam! The weather _____ (be) sunny and I _____ (have) a fantastic time. David and I _____ (stay) at a lovely hotel in the city center. We _____ (be) here since Tuesday and we _____ (already/done) many interesting things.

We _____ (take) a boat trip down the Amstel River. We _____ (do) it on Wednesday. It _____ (be) amazing. We _____ (also/visit) the Van Gogh Museum. We _____ (visit) it on Thursday. The paintings _____ (be) fascinating. I _____ (buy) some great posters there.

There are a lot of things we _____ (not/do) yet. We _____ (not/visit) the Anne Frank House and we _____ (not/go) to the Artis Zoo. We _____ (visit) the zoo tomorrow to see the animals. We _____ (also/visit) the Stedelijk Museum. It _____ (be) famous for its large collection of modern art.

Amsterdam _____ (be) a magnificent city. We _____ (return) to New York on the 15th, so I _____ (see) you then.

Lots of love,
Janet

J. Write the story of Ann Pearson by looking at the pictures.

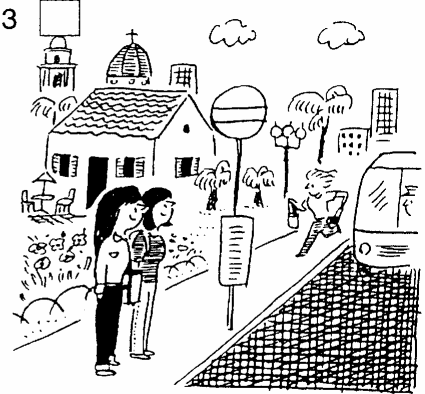
1 ☐



2 ☐



3 ☐



I got up at a quarter past six
last Sunday morning. I had a
cup of coffee but I didn't have
anything to eat. It was too
early and I wasn't hungry.

_____	_____
_____	_____
_____	_____
_____	_____

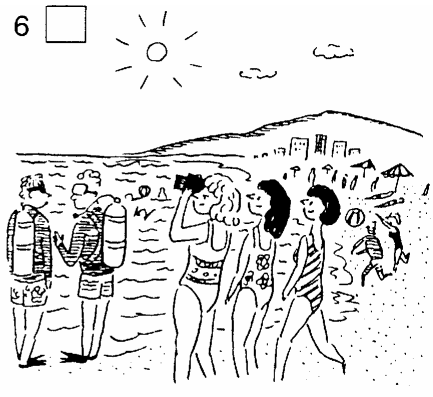
4 ☐



5 ☐



6 ☐



_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. PRESENT TENSE

13.A. PRESENT SIMPLE TENSE

Exercise 26: Complete the sentences.

1. Margaret **speaks** four languages. (speak)
2. In Britain the banks usually _____ at 9.30 in the morning. (open)
3. The City Museum _____ at 5 o'clock in the evening. (close)
4. Tina is a teacher. She _____ mathematics to young children. (teach)
5. My job is very interesting. I _____ a lot of people. (meet)
6. Peter _____ his hair twice a week. (wash)
7. Food is expensive. It _____ a lot of money. (cost)
8. Shoes are expensive. They _____ a lot of money. (cost)
9. Water _____ at 100 degrees Celsius. (boil)
10. Julia and I are good friends. I _____ her and she _____ me. (like/like)

Exercise 27: Write sentences from these words. Put the verb in the right form (arrive or arrives etc.).

1. (always/early/Sue/arrive) **Sue always arrives early.**
2. (basketball/I/play/often) I _____
3. (work/Margaret/hard/usually) _____
4. (Jenny/always/nice clothes/wear) _____
5. (dinner/we/have/always/at 7.30) _____
6. (television/Tim/watch/never) _____
7. (like/chocolate/children/usually) _____
8. (Julia/parties/enjoy/always) _____

Exercise 28: Fill in the blanks with the correct form of the verbs in brackets.

John Fields 1) **is** (be) a farmer. He 2) _____ (get up) at 5 o'clock in the morning. He 3) _____ (wash), 4) _____ (dress) and 5) _____ (have) breakfast. He 6) _____ (put on) his coat and 7) _____ (go) outside. He 8) _____ (milk) the cows early in the morning. His wife and children 9) _____ (not/get up) so early. They 10) _____ (get up) at 7 o'clock. His wife 11) _____ (feed) the chickens and then she 12) _____ (make) some tea for herself. The children 13) _____ (not/like) tea. They usually 14) _____ (drink) milk. At 7.30 John 15) _____ (take) the children to school. His wife 16) _____ (do) the housework and John

17) _____ (work) on the farm. At 4 o'clock the children 18) _____ (come) home from school. Mrs Fields 19) _____ (cook) dinner. John 20) _____ (not/help) his wife with the cooking. In the evening John and his wife 21) _____ (watch) TV or 22) _____ (listen) to the radio. The children 23) _____ (not/watch) TV. They 24) _____ (do) their homework. They all 25) _____ (go) to bed at 9 p.m. They 26) _____ (be) all very tired.

Exercise 29: Put the verbs in brackets in the "Present Simple".

My friend Cathy 1) **has** (have) a horse. It 2) _____ (be) a beautiful animal with big eyes and a long tail. Its name is Bella and it 3) _____ (love) people. It 4) _____ (not/bite) or kick and it is always friendly. It 5) _____ (eat) apples and hay but it 6) _____ (not/eat) meat. Horses 7) _____ (not/like) meat. Cathy usually 8) _____ (ride) her horse every day after school. She 9) _____ (not/go) into the town because there is too much traffic. There 10) _____ (not/be) many cars in the country so she 11) _____ (take) Bella there. It often 12) _____ (rain) in England so at night Bella and the other horses 13) _____ (sleep) in a stable. It 14) _____ (not/be) easy looking after a horse but Cathy 15) _____ (enjoy) it very much!

13.B.PRESENT CONTINUOUS TENSE

Exercise 30: Put the verbs in brackets into the "Present Continuous".

This is London airport. Many people 1) are waiting (wait) to go on holiday. The woman at the check-in desk 2) _____ (take) the passengers' tickets and she 3) _____ (ask) them some questions. At "Passport Control" a man who 4) _____ (wear) a uniform 5) _____ (look) at everyone's passports. Some people 6) _____ (sit) on chairs and while they 7) _____ (wait) they 8) _____ (read) books or magazines. There is a café where a man 9) _____ (serve) tea and coffee. Outside, a plane 10) _____ (take off) and another one 11) _____ (come down). Some men 12) _____ (put) the passengers' bags onto another plane. A man who 13) _____ (leave) 14) _____ (say) goodbye to his family.

Exercise 31: Complete the sentences.

1. Please be quiet. I'm working. (work)
2. 'Where's John?' 'He is in the kitchen. He _____.' (cook)
3. 'You _____ on my foot.' 'Oh, I'm sorry.' (stand)
4. Look! Somebody _____ in the river. (swim)
5. We're here on holiday. We _____ at the Central Hotel. (stay)
6. 'Where's Ann?' 'She _____ a shower.' (have)
7. They _____ a new theatre in the city centre at the moment. (build)
8. I _____ now. Goodbye. (go)

Exercise 32: What's happening at the moment? Write true sentences.

1. (I/wash/my hair) I'm not washing my hair.
2. (it/snow) It's snowing. OR It isn't snowing.
3. (I/sit/on a chair) _____
4. (I/eat) _____
5. (it/rain) _____
6. (I/learn/English) _____
7. (I/listen/to music) _____
8. (the sun/shine) _____
9. (I/wear/shoes) _____
10. (I/read/a newspaper) _____

13.C.STATE VERBS

STATE

I think you are right. (opinion)
He has a lot of money.
I see what you mean.

ACTIVITY

We are thinking of going to the cinema.
She is having lunch with her sister.
Are you seeing Garry tomorrow?

Exercise 33: Underline the correct form.

1. You're very quiet. What (do you think/are you thinking) about?
2. What (are you thinking/do you think) about the new sports centre?
3. I'm sorry (I'm not agreeing/I don't agree) with you.
4. (Are you looking/Do you look) for me?
5. (Do you prefer/Are you preferring) walking to cycling?
6. (I don't like/I'm not liking) him at the moment.
7. (I hear/I'm hearing) you're leaving us.
8. I'm afraid (I'm not remembering/I don't remember) where we met.
9. (Do you listen/Are you listening) to the radio at the moment?
10. (I'm hating/I hate) cold evenings.

11. (I'm not looking forward/I don't look forward) to my holiday.
12. (They're looking/They look) at clothes at the moment.
13. Why (aren't you agreeing/don't you agree) with the idea?
14. What (is this meaning?/does this mean?)
15. (I'm not understanding/I don't understand) the lessons.
16. (I never agree/I'm never agreeing) with what he says.
17. (He knows/He's knowing) you're wrong.
18. (They watch/They're watching) us.

Exercise 34: Put the verb in the correct form, present continuous or present simple.

1. Let's go out. It **isn't raining** (not/rain) now.
2. Julia is very good at languages. She **speaks** (speak) four languages very well.
3. Hurry up! Everybody _____ (wait) for you.
4. The River Nile _____ (flow) into the Mediterranean.
5. Ron is in London at the moment. He _____ (stay) at the Park Hotel. He _____ (always/stay) there when he's in London.
6. Normally I _____ (finish) work at 5.00, but this week I _____ (work) until 6.00 to earn a bit more money.
7. 'What _____ (your father/do)?' 'He's an architect but he _____ (not/work) at the moment.'
8. The train is never late. It _____ (always/leave) on time.

Exercise 35: Complete these sentences, putting the verbs into the correct tense.

1. What's that book you **'re reading?** (read)
2. We usually **go** to the beach at the weekend. (go)
3. She _____ to me every week. (write)
4. 'Where's Kevin?' 'He _____ football with his friends.' (play)
5. My boss _____ to New York every month. (fly)
6. Can you answer the phone? I _____ (cook).
7. Look! That man _____ to get into our car. (try)
8. _____ to school every morning? (you walk)
9. The bank _____ on Sundays. (not open)
10. Her son _____ her very often. (not visit)
11. He _____ his car every weekend. (wash)
12. Sorry, you can't talk to him. He _____ a shower. (have)
13. 'What _____?' 'My homework.' (do)
14. Snakes _____ for most of the day. (sleep)

Grammar sheets

1. Present Simple

Exercise 1. Complete the dialogue using the verbs in brackets.

A: Where do you come (come) from?

B: _____ (come) from Thailand.

A: _____ (you/live) in Bangkok?

B: No, I _____ (not/live) in Bangkok. I _____ (live) in Chang Mai.

A: What _____ (you/do)?

B: I'm an accountant. I _____ (work) for Berli Jucker.

A: How often _____ (you/travel) to England?

B: I _____ (not/come) here very often.

Exercise 2. Complete the information about the business activities of the Thai company Berli Jucker, using the verbs below.

operate own be

Berli Jucker Group is one of Thailand's oldest trading organizations, and it _____ a number of different companies that _____ in four main business areas: manufacturing, engineering, marketing, and services.

export have produce

In our manufacturing division, we _____ factories that _____ bottles, soap, and cosmetics for the local market, and we also _____ medical equipment to Europe.

install do manufacture

Our engineering division _____ a great deal of work for Thailand's electricity authority; it _____ Siemens power control systems, and our factory at Thai-Scandic Steel _____ large steel structures for the electricity industry.

be handle import

There _____ also a Marketing and Distribution division. This _____ goods from our factories in Thailand, and also a wide range of products from overseas.

consist be sell

Our services division _____ of a travel agency, Pacific Leisure, and an insurance group. There _____ also a new Information Systems department which _____ Informix products and FourGen applications.

Exercise 3. Complete the dialogue by putting the verbs into the correct form.

BRIAN: I need to speak to Gina about this new publicity brochure. Do you know (you/know) where she is?

DIANA: She _____ (not/work) on Fridays. She only _____ (have) a part-time job now.

BRIAN: Right. When _____ (she/come) to the office?

DIANA: Well, she _____ (come) in from Monday to Thursday, but she _____ (not/stay) all day. She usually _____ (start) at 9.00 and _____ (go) home at about 2.15.

Exercise 4. Complete the passage using the verbs below.

go have make rise

Cuts in interest rates have a number of good effects on the economy. Firstly, they _____ it easier for companies to make profits, because the cost of repaying loans _____ down. As a result, share prices usually _____.

feel help lead spend

The second reason is that consumers _____ more confident, so they _____ more in the shops. This also _____ manufacturers and retailers to increase their turnover. However, if interest rates are too low, this can sometimes _____ to higher inflation.

Exercise 5. Read the following dialogue. Make any necessary changes to the verbs in brackets.

LAURA: I need to be in Birmingham for a meeting tomorrow by 3.15. Have you got a train timetable?

CLAIRE: Yes, here it is. Right, there *is* (be) a train at 12.47, and that _____ (arrive) at 2.50, but it _____ (stop) at most of the main stations on the way.

LAURA: Is there another one that _____ - _____ (get) there before 3.00?

CLAIRE: No, but there _____ (be) an Intercity Express that _____ (get) in at five past.

LAURA: And when _____ (it/leave)?

CLAIRE: It _____ (go) at 1.15.

LAURA: _____ (be) there any buses to East Street?

CLAIRE: Oh, yes, there's a bus that _____ (run) every ten minutes and it only _____ (take) about five minutes to East Street.

Exercise 6. Choose a word from group A and a word from group B to describe what these people do, making any necessary changes to the verbs.

A

Personnel officers Management consultants
An architect A stockbroker
A journalist An air steward
Venture capitalists Auditors

B

invest advise
design look after
write arrange
check buy and sell

- 1 An air steward looks after passengers on a plane.
- 2 _____ stocks and shares.
- 3 _____ houses.
- 4 _____ in small, high-risk companies.
- 5 _____ the accounts of a company.
- 6 _____ companies on how they should be run.
- 7 _____ articles for a newspaper.
- 8 _____ interviews.

Exercise 7. Look at the information about Berli Jucker in exercises 2, and write down some similar information about the business activities of your company.

Exercise 8. Answer the following questions about your daily routine.

How do you get to work in the morning?
How long does it take to get to work?
What do you do in the mornings?
What do you do for lunch?
What do you do in the afternoons?
What time do you usually finish work?
What do you do at the weekends?

2. Present Continuous

Exercise 1. Put the verbs in brackets into the present continuous.

1. Could I ring you back in a few minutes? I *am talking* (talk) to someone on the other line.
2. Jane's upstairs with Anne and Roy. They _____ (have) a meeting about the catalogue.
3. What _____ (you/do) here? I thought you had gone to the airport.
4. Could you tell Mr Ford that Miss Lee is here? He _____ (expect) me.
5. Oh no, the printer _____ (not work). I'll call the Maintenance Department.
6. This is a very bad line. _____ (you/call) from your car phone?
7. I _____ (phone) to tell you that your account is overdrawn by £326.

Exercise 2. Two friends meet in Paris. Read the dialogue and put the verbs into the present continuous.

PIERRE: Hello, Jason. What "*are you doing* (you/do) over here?

JASON: Hello, Pierre. I'm just here for a few days. I _____ (attend) the conference at the Pompidou Center.

PIERRE: Where _____ (you/stay)?

JASON: At the Charles V.

PIERRE: Very nice. And how's business?

JASON: Not that good. The recession _____ (affect) us.

People _____ (not/spend) very much and we _____ (not/get) many new orders, but it could be worse. How about you?

PIERRE: It's much the same over here. Interest rates are still very high, so everyone _____ (try) to cut down on expenses. Not many companies _____ (buy) new equipment, so it means that our Training Division _____ (not/do) very well. Still, our Financial Services Division _____ (manage) to get new customers, because in the current climate there are a lot of people who _____ (look) for good financial advice.

Exercise 3. Read the following passages about changes that are taking place in the software industry. Fill in the blanks with the verbs below, using the present continuous.

spend come sell shrink

After two years in which the price of PCs has fallen by half, the price of software *is coming* down too. The big software houses _____ software at lower and lower prices, and a price war looks inevitable. The profit margins of major companies like Borland, Lotus, and Microsoft _____ In the last quarter Borland were down to a mere 2.6%. In addition, they _____ less and less on R&D, which may affect their long-term product plans.

become begin take over turn

Now the major software companies _____ their attention to the less profitable home computer market, and software packages for children, such as Microsoft's 'Creative Writer' _____ from business software.

Specialist computer shops are _____ less popular, as families are unwilling to spend their weekends there, and computers _____ to appear in supermarkets such as Wal-Mart and Costco.

3. Present Simple vs Present Continuous

Exercise 1. Decide if the speaker is talking about routine activities or activities going on at the moment of speaking. Put the verbs into the present simple or the present continuous.

A: How *do you usually organize* (you/usually organize) the delivery of milk to the factory? _____ (the farmers/bring) it here themselves?

B: No, _____ (we/always collect) the milk ourselves, and the tankers _____ (deliver) it to the pasteurization plant twice a day.

A: What sort of safety procedures _____ (you/have)?

B: As a rule we _____ (test) samples of every consignment, and then the milk _____ (pass) down insulated pipes to the bottling plant, which _____

(operate) 24 hours a day. I'll show you round a bit later, but the production line _____ (not work) at the moment because the employees _____ (change) shifts.

Exercise 2. Decide whether the verbs refer to general activities or current projects. Put the verbs into the present simple or present continuous.

Our company was founded fifteen years ago, and we *manufacture* (manufacture) and _____ (supply) clothing to large organizations such as the police, hospitals, and so on. We always _____ (spend) a long time talking to the customers to find out their needs. At the moment we _____ (produce) an order for 18,000 shirts for the police. The next order is for a local electronics factory, and our head designer _____ (have) discussions with them to find out what sort of clothes they _____ (require).

Exercise 3. In the following exercise, decide whether these situations are permanent or temporary. Put the verbs into the present simple or present continuous.

- 1 He joined the company 25 years ago and he still *works* (work) for us.
- 2 We _____ (not/send) out any orders this week because we're waiting for the new lists.
- 3 I _____ (deal) with Mr. Jarman's clients this week because he's away.
- 4 Go down this road, turn right, and the road _____ (lead) straight to the industrial estate.
- 5 Because of the high cost of sterling, exports _____ (not/ do) very well.
- 6 The stock market can be risky because the price of shares _____ (vary) according to economic conditions.
- 7 She would be excellent as a European sales rep because she _____ (speak) French fluently.
- 8 I'm Heinrich Brandt, I'm German, and I _____ (come) from a small town near Munich.
- 9 We _____ (spend) a great deal on phone calls due to a postal strike.

4. Simple Past

Exercise 1. A. Write in the missing form of each of the irregular verbs below. Each verb can be used with the expressions on the right.

BARE INFINITIVE	PAST TENSE	EXPRESSIONS
<i>run</i>	ran	... a business, ... out of something, ... up a bill
do		... a job well, ... your best, ... business (with)
make	went	... a profit, ... a mistake, ... a complaint
		... abroad, ... out for a meal, ... bankrupt
write		... a letter, ... a report, ... out a cheque
	had	... lunch, ... a meeting, ... problems
pay	sold	... by credit card, ... cash, ... in advance
		... something at a profit, ... at a loss, ... out

B. Choose a past tense form and one of the expressions above to complete the following sentences.

- 1 He made some calls from his hotel room and *ran up* a large phone *bill*.
- 2 We _____ with that company a few years ago, but then we stopped dealing with them.
- 3 The company lost money in its first year, but last year it _____ of £2.5m.
- 4 He couldn't find a suitable job in his own country, so he _____ to look for work.
- 5 When the consultants had finished their study they _____ for the directors, giving a list of recommendations.
- 6 The engineers _____ with the gearbox, so they made some modifications to it.
- 7 They didn't want cash or a cheque, so I _____.
- 8 The product was very popular. We _____ on the first day and ordered more stock.

Exercise 2. Complete the following passage by putting the verbs into the past tense.

After the Second World War, Akio Morita, the co-founder of Sony, joined (join) forces with a friend, Masaru Ibuka. Both men _____ (know) a great deal about telecommunications, so they _____ (use) all their money, about £ 100, and _____ (set) up a small engineering company, Tokyo Tsushin Kogyo. They _____ (find) a small broken-down building to use as a laboratory in Tokyo. There _____ (be) so many holes in the roof that when it _____ (rain), they _____ (have) to continue working under umbrellas. Their first task _____ (be) to decide what to make. They _____ (not want) to make radios because of the competition from much larger companies. Instead, they _____ (decide) to create an entirely new product, a tape recorder. They _____ (succeed) in making a machine, but unfortunately they _____ (not have) any tape, and they _____ (not know) how to produce it. So they _____ (start) to experiment, and _____ (try) using a number of different materials. Finally, they _____ (make) a breakthrough. They _____ (cut) up strips of paper to make a reel, and _____ (paint) them with a magnetic material that they _____ (heat) on a frying pan in their small room. It _____ (work), and they gradually _____ (improve) the process. In 1950, they _____ (begin) trying to sell their revolutionary machine. And the rest is history!

Exercise 3. Make questions from the prompts and complete each answer by using *in, on, at*, or no preposition.

- | | |
|---|--|
| 1 When/she/complete/the report | <u>When did she complete her report?</u> |
| She completed her report <u>on</u> Friday. | |
| 2 When/they/set up/the company | _____ |
| They set up the company _____ the 1950s. | |
| 3 When/you/go abroad | _____ |
| I went abroad _____ June. | |
| 4 When/the meeting/finish | _____ |
| The meeting finished _____ 3.15. | |
| 5 When/you/order the parts | _____ |
| We ordered the parts _____ 11 August. | |
| 6 When/you/pay for them | _____ |
| I paid for them _____ the day before yesterday. | |

5. Present Perfect 1

Exercise 1. Complete the following sentences by putting the irregular verbs into the present perfect.

- I'm going to send them a reminder. They haven't paid (not pay) us for their last order.
- Their shares _____ (fall) by over 23% and now look like a good buy.
- _____ (you/write) to them about that shipment, or do you want me to phone them?
- We _____ (spend) a lot on modernizing the factory, and it is now very well equipped.
- Unemployment is very high here because a lot of factories _____ (shut) down.
- The lawyers _____ (draw) up the contracts, so we are now ready to go ahead with the deal.
- I _____ (not speak) to the MD about your proposal, but I will soon.
- _____ (you/find) a suitable replacement for Mr Chambers, or is the post still vacant?
- Anne _____ (just/get) back from lunch. Why don't you call her now?
- Peter, _____ (you/meet) David Long? He's our new Finance Director.

Exercise 2. Complete the sentences with one of the verbs in the box, using *just* and the present perfect.

announce arrive buy give leave read speak

- I'm afraid Mr. Jamieson isn't here. He has just left.
- A: There's an article in the paper about BMW.
B: Yes, I know. I _____ it.

3. He's feeling very pleased. They _____ him a pay rise.
4. I _____ a new car. Would you like to come and have a look at it?
5. A parcel for you _____ in reception. Shall I send it up to you?
6. I _____ to the MD about your proposals, and he wants to discuss them with you.
7. The company _____ that it is going to close the Glasgow factory next month.

Exercise 3. Fill in the blanks with *have/has been* or *have/has gone*.

- 1 I'm afraid Mr. Davis has gone to Bali and won't be back for two weeks.
- 2 Ask Amanda where to stay in New York. She _____ there a few times.
- 3 I _____ to the printers to collect the brochures. They're in my car.
- 4 Mr. Lund _____ to Oslo. I can give you the phone number of his hotel if you like.
- 5 I don't know where their new offices are. I _____ not _____ there.

6. Present Perfect 2: ever, never, already, yet

Exercise 1. Make up typical interview questions and answers, using the prompts.

- 1 work for yourself
A: Have you ever worked for yourself?
B: Yes, I have or No, I have never worked for myself.
- 2 work for a multinational company
A: _____?
B: _____
- 3 have experience of managing people
A: _____?
B: _____
- 4 hold a position of responsibility
A: _____?
B: _____
- 5 study economics or accountancy
A: _____?
B: _____
- 6 give a presentation in English
A: _____?
B: _____

Exercise 2. Read the following dialogues. Put the verbs into the present perfect or the simple past.

- 1 A: Have you ever been (you/ever/be) to South Africa?
B: Yes, I have. I went (go) there last year.
A: How long did you stay (you/stay)?
B: I was (be) only there for a couple of days for a meeting.
- 2 A: _____ (you/ever/be) on a skiing holiday?
B: Yes, I have. We _____ (have) a family holiday in the Alps last year.
A: Which resort _____ (you/go) to?
B: We _____ (stay) in Wengen.
- 3 A: _____ (you/ever/be) to one of Karl Mason's seminars?
B: Yes, I have. I _____ (go) to one a couple of months ago.
A: What _____ (it/be) like.
B: I _____ (think) it _____ (be) very interesting.
- 4 A: _____ (you/ever/hear) of a place called Hindhead?
B: Yes, it's in Surrey. I _____ (do) a training course there when I _____ (be) with the bank.
A: Which bank _____ (you/work) for?
B: Lloyds, but I _____ (not/stay) with them very long.

Exercise 3. Complete these sentences using *never* and the present perfect.

- 1 I are feeling rather nervous.
I have never given a presentation to so many people.
- 2 I don't like taking unnecessary risks with money,
so _____.

3 _____, but I would like to go there for a holiday.

4 What are Nigel Seymour's books on management like? _____.

5 I can definitely recommend Hewlett Packard printers. I've had one for years, and _____.

6 Their record of industrial relations is excellent _____.

Exercise 4. Write short paragraphs saying what you have already done and what you haven't done yet.

1 The new model is almost ready for production. *We have done a lot of research and we have finalized the design. We have solved the problems we had with the prototype and we have already set up a production unit in Cambridge. We haven't decided who will lead the project yet, but we are interviewing three possible candidates.*

1 I am nearly ready to start my own business.

Exercise 5. Complete the sentences, using the present perfect to make it clear that the periods of time have not finished yet.

1 I must get a new alarm clock. *I have been late three times this week.*

2 GM's new saloon car has been a great success. To date, _____

3 British Coal is cutting its workforce dramatically. So far this year _____

4 I think they must have put the wrong phone number on the advertisement because up to now we _____

7. Present Perfect 3: for and since

Exercise 1. Some of the following sentences are right and some are wrong. Put a tick [•] next to the ones that are right, and correct the ones that are wrong.

1 I am here since last week.

I have been

2 He has had a company car for two years.

3 I know Mr. Smith since we did an MBA together.

4 How long are you with ICI?

5 We have had an office in Japan for several years.

6 She has an account with FN Bank since 1980.

7 CPT is in financial difficulties for several months.

8 How long has the office been vacant?

Exercise 2. Fill in the blanks with *for* or *since*.

1 They have operated as joint directors since the company started.

2 Orders have increased _____ the advertising campaign in June.

3 Our sales executives have used the same hotel _____ over 20 years.

- 4 Sorry, Mr. Smith is not available. He has been in a meeting _____ 8.30.
 5 _____ I joined the company, I have been to over twenty countries.
 6 Car sales have gone up by 10% _____ the tax cuts in December.
 7 Portugal has been a member of the European Union _____ 1986.
 8 It isn't a new Mercedes. He has had it _____ years.

Exercise 3. Make questions and answers, using the prompts.

- 1 How long/you/be/in charge of the Finance Department?
 A How long have you been in charge of the Finance Department?
 B (I/six months) I have been in charge of it for six months.

- 2 How long/you/have a phone line for investors?

A _____

B (We/three months) _____

- 3 How long/the property/be on the market?

A _____

B (It/six months) _____

- 4 How long/you/have an office in Spain?

A _____

B (We/I 992) _____

- 5 How long/Jason/be in the States?

A _____

B (He/the 18th) _____

Exercise 4. Read the following notes. In each pair, decide which sentence should be in the simple past and which should be in the present perfect.

- 1 I/meet/Mr. Christiansen/1988
I met Mr. Christiansen in 1988.

- 2 I/know/Mr. Christiansen/1988

3 Nissan/build a car plant in the UK/I 986

4 Nissan/have/a car plant in the UK/1986

5 Greece/be/a member of the European Community/1986

6 Greece/join/the European Community/1986

Exercise 5. Continue these sentences. Use a verb in the present perfect negative.

- 1 I'm not sure what my bank balance is.
I haven't had a statement for several weeks.

- 2 I don't know how my investments are doing.

3 I am not sure how the negotiations are going.

4 They used to be one of our major clients, but

5 I used to be quite good at Japanese, but

Exercise 6. Using the notes, write about what has happened in the recent past.

- 1 Turnover - up 25% Profits - double New contracts - 3

New employees — 50

Since the new management team took over at Berisford...

2 Productivity - up 20% Absenteeism - down 50%
 Days lost to strikes - 1 Staff turnover - down 50%
Since we adopted Japanese-style working practices...

8. Past Continuous

Exercise 1. David's colleague Jack (who doesn't have enough work to do) has tried to phone him several times without success. Complete their conversation by putting the verbs in brackets into the correct form of the past continuous.

David's Activities - Wednesday

9.00-	10.00	make some phone calls to clients
10.00 -	11.00	see Sue Tims (her office)
11.00 -	11.15	have coffee with JC (canteen)
11.15-	1.00	meeting with designer
1.00-	2.00	lunch with designer

JACK: I rang at 9.15 and again at 9.30 but the phone was engaged. Who were you talking (you/talk) to?

DAVID: Oh, I _____ (call) some clients.

JACK: And I tried again at 10.15, but there was no reply.

DAVID: At 10.15? I think _____ (discuss) the new catalogue with Sue Tims.

JACK: And then I rang back again at 11.10.

DAVID: Yes, I was out. I _____ (have) a coffee in the canteen.

JACK: I thought so, so I rang again at 11.30.

DAVID: I was out again. The new designer and I _____ (organize) the artwork for some adverts.

JACK: What _____ (you/do) at 1.30, then? I called again, and tried to leave a message but even the answering machine _____ (not/work)!

DAVID: I'd better have a look at it, but the designer and I _____ (have) lunch. Anyway, what did you want to talk about?

JACK: Oh, nothing special. I just wanted to try out my new mobile phone.

Exercise 2. Choose the correct tense, simple past or past continuous.

I met/was meeting an old business colleague of mine while I travelled/was travelling to New York for a conference. She noticed/was noticing me while I stood/was standing in the queue at the airport check-in desk. We decided to travel together, and while we waited/were waiting for the flight to leave, we realized/were realizing that we were going to the same conference and staying at the same hotel. We talked about old times, and while we had/were having lunch on the plane, she said/was saying that she was going to look for a new job. I didn't think of it at the time, but later on when the plane came/was coming in to land, I suddenly remembered/was remembering that we had a vacancy for a lawyer. I told her about the terms and conditions, and later that evening, when we had/were having dinner, she accepted/was accepting the position.

9. Past Perfect

Exercise 1. Complete the sentences by putting the verb into the past perfect.

1 Did you manage to see the Director, or had he gone (he/go) by the time you got there?

2 I couldn't get into the office yesterday morning because I _____ (leave) my keys at home.

3 We could not call our new low-fat spread Mono, because one of our competitors _____ (already/choose) the name.

4 I found out about the vacancy too late. When my application form arrived, they _____ (appoint) someone.

5 By the time he sold off the shares, his original investment _____ (grow) by 83%.

6 He found his first few weeks at Ernst & Young very difficult because he _____ (not/study) accountancy before.

- 7 When I got back to the office, I was surprised to hear that the manager _____ (put) someone else in charge of my main project.
- 8 The bank returned the cheque to me because I _____ (not/sign) it.

Exercise 2. Complete each of the following sentences in two ways, using because + past perfect and so + simple past.

- 1 When I left the office, the building was empty...
 (everyone/go home) because everyone had gone home.
 (I/lock the doors) so I locked the doors.
- 2 When I arrived at the office the next morning, the place was in a terrible mess...
 (I/phone the police) _____
- 3 The chairman was in a very good mood ...
 (we/win/a major contract) _____
 (we/open/a bottle of champagne) _____
- 4 The negotiators realized another meeting would be necessary ...
 (they/not reach an agreement) _____
 (they/get out/their diaries) _____
- 5 I did not know their phone number ...
 (I/call/Directory Enquiries) _____
 (they/move/to new premises) _____
- 6 The Marketing Manager's flight from Japan arrived late ...
 (she/go/straight home from the airport) _____
 (there/be/a security alert in Tokyo) _____

10. The future: will

Exercise 1. Put the verbs in brackets into the will future or the present simple.

- 1 Sally is working on the sales forecast at the moment. I will give (give) you the figures as soon as I get (get) them.
- 2 The shipment isn't in yet, but the agent _____ (phone) us as soon as it _____ (arrive).
- 3 If they _____ (not receive) payment next week, I think they _____ (take) legal action against us.
- 4 Give me the report and I _____ (show) it to the lawyers before they _____ (leave).
- 5 Analysts believe the share price of ICI _____ (rise) after it _____ (announce) its interim profit forecast next week.
- 6 When they _____ (close) the factory next year, a lot of small local businesses _____ (suffer).
- 7 When I _____ (come) to England next year, I _____ (give) you a ring and maybe we can arrange dinner.
- 8 When the strike (be) _____ over, everyone (feel) _____ happier.
- 9 I am sure that our sales (fall) _____ when we (put up) _____ prices.
- 10 Don't worry about the office. I (tidy) _____ it up before Mr. Kosser (get) _____ back.

Exercise 2. Rewrite the following sentences using will or won't.

- 1 Has anyone offered to collect you from the airport?
Will anyone collect you from the airport?
- 2 I promise not to be late again.

- 3 The finance group 3i has agreed to loan us £18m for the project.

- 4 The company has offered a 5% pay rise in return for a no-strike deal.

- 5 I promise not to discuss this information with anyone.

6 They have refused to increase our discount.

7 The company has offered to pay me relocation expenses.

8 The cash machine is refusing to take my card.

9 Let me give you a hand with those boxes.

11. The future: Present Continuous and 'going to'

Exercise 1. Two managers of an engineering company are trying to arrange a meeting. Put the verbs in brackets into the present continuous.

PETER: Jack, Peter here. Could we arrange a time tomorrow to talk about the new freight schedules? Say, er ... 9.15?

JACK: I'm a bit busy first thing because I am having (have) a meeting with a new driver. Would 10 o'clock suit you?

PETER: I'm afraid not. I _____ (go) over to the factory, and after that I _____ (see) Mr. Henderson for lunch.

JACK: What time _____ (you/come) back?

PETER: At about 2.30 I suppose, but I _____ (not/do) anything special after that. Would you be free then?

JACK: No, I don't think so. I _____ (see) a sales rep from Mercedes from 2.00 until about 3.30. So shall we say 3.45?

PETER: Fine. I'll ask Janet to come along as well. I _____ (have) lunch with her today, and I'll tell her about it.

Exercise 2. Use the verb in brackets to say what the following people are going to do.

1 The Unions have been offered a 3.9% pay rise.

(not accept) They are not going to accept it.

2 We have ordered over £1.5m of new equipment for the factory.

(modernize) _____

3 Mrs. Mason has booked three weeks' leave in October.

(have a holiday) _____

4 The engineers have finished the design for the new engine.

(build/prototype) _____

5 Our trials have shown that the new vaccine is commercially viable.

(produce) _____

Exercise 3. Use the words in brackets to make predictions with going to.

1 The stock market is very over-valued.

(be/correction) There is going to be a correction soon.

2 Demand for tin is rising, but supply is falling.

(price/rise) _____

3 The company is in serious financial difficulty.

(go bankrupt) _____

4 My boss is looking for another job.

(leave the company) _____

5 We should have left much earlier.

(be late) _____

12. The passive: actions, systems, and processes

Exercise 1. Put the verbs in brackets into the present simple passive.

A: What is the difference between this new Paycard and ordinary phonecards?

B: The Paycard *is not designed* (not/design) for public telephones: you can use it with any phone, for example in a hotel. Each Paycard has an account number on the back, and that is a bit like a bank account. This account _____ (credit) with money from your Visa card or Access card. When you want to make a call, you ring the Paycard operator, and then you _____ (connect) with the number you want. The cost of the call _____ (deduct) from your Paycard balance.

A: How do you know what the balance of your Paycard account is?

B: At the beginning of the call, you _____ (tell) by the operator, for example, that you have £15 in the account, and you can talk as long as you like. And if the money runs out, you _____ (warn) that you only have one minute left.

A: Who is the new card for? _____ (it/aim) at tourists or the general public or business people?

B: Business people will find it very useful. Business people often complain that they _____ (charge) too much for phone calls at hotels. With this system, you can use the hotel phone, but the cost of the call _____ (not/put) on your hotel bill. It _____ (take) from the balance in your Paycard account, so of course it is much cheaper and more convenient, and you can use almost any phone anywhere.

Exercise 2. Many of the following sentences sound unnatural because they are in the active. Rewrite them in the present simple passive, but do not mention the agent (e.g., *by workers*, *by people*).

1 Workers in China make these telephones.

These telephones ... *are made in China*.

2 Employers pay many manual workers weekly.

Many manual workers ... _____

3 They keep a large amount of gold at Port Knox.

A large amount of gold ... _____

4 Workers build a lot of the world's supertankers in South Korea.

A lot of the world's supertankers ... _____

5 farmers grow a third of the world's cocoa in the Ivory Coast.

A third of the world's cocoa ... _____

6 Countries store most nuclear waste underground.

Most nuclear waste ... _____

7 Scientists test most new drugs extensively before they go on sale.

Before they go on sale, most new drugs ... _____

8 Workers print a lot of our books in Hong Kong.

A lot of our books ... _____

13. Conditional 1

Exercise 1. Fill in the blanks with *if* or *when*.

1 I don't think you'll have any problems, but call me _____ you do.

2 Mrs. Barton is coming this afternoon. Could you send her up _____ she arrives?

3 We won't be able to compete _____ we don't modernize our production plant.

4 Put that on my bill please, and I'll pay _____ I check out.

5 I will feel very disappointed _____ I don't get promotion this year.

6 Sales are low this spring, but they will improve _____ summer starts.

Exercise 2. Read the following dialogue, and choose the best option from the words in italics.

HANS: I'll be at a meeting this afternoon, so if Pierre *will call/calls, tell/you'll tell* him I'll give him a ring later.

CLAUDIA: OK, but there's one other thing. You've got a meeting with Mr. Sachs at 5.00. Will you be back by then?

HANS: It depends, really, but I'll call you. If the meeting *will go on/goes on* after 4.30, you *will/can* cancel my appointment with Mr. Sachs. But if it has already finished by then, I *may/can* be able to get back in time.

CLAUDIA: Anything else?

HANS: Yes, if you *will manage/manage* to get hold of Kevin, you *must/will* get the October sales figures from

him. I need them today. The Chairman *may come/can come* to the sales meeting tomorrow, and if he does, he *is going to want/must want* to see them.

Exercise 3. Some of the following sentences are right and some are wrong. Put a tick (•) next to the ones that are right and correct the ones that are wrong.

- 1 If you finish everything that needs to be done before five, you are able to go home. you can go home
- 2 Mr. Lo probably won't want to go out for dinner if he has a meal on the plane. _____
- 3 If it will be their first visit to England, I expect they might want to do some sightseeing. _____
- 4 I may go and visit their headquarters if I will go to London next week. _____
- 5 Please don't hesitate to contact me if you require any further information. _____
- 6 What should I do if everyone will be still talking when I want to start my presentation? _____
- 7 If you will go to Paris next week, I can give you the name of a good hotel I know. _____

14. Conditional 2

Exercise 1. Change the verbs in brackets using would + infinitive or the past tense.

A: My session with the career counselor was a bit of a waste of time.

B: Really? Why?

A: Well, firstly, he recommended moving to London, but that's impossible.

If I got (get) a job in London, I _____ (have) to spend at least four hours a day on the train, and I'm not going to do that.

B: Couldn't you move?

A: No, because if I _____ (move) to London, I _____ (need) to sell the house, and I don't want to do that at the moment.

B: Did he have any other ideas?

A: He suggested retraining to become an accountant, but that's not a solution either. Even if I _____ (start) next week, I _____ (not/be) qualified for at least three years, and that is too long. So I don't really know what I'm going to do.

Exercise 2. Rewrite the following sentences with if and the second conditional.

1 The reason we don't use them is that they are so expensive.

But... if they weren't so expensive, we would use them.

But... we would use them if they weren't so expensive.

2 The reason I can't contact them is that I haven't got their address.

But ... _____

3 The reason I work so hard is that I enjoy my job.

But ... _____

4 The reason we are the market leaders is that we spend so much on R&D.

But ... _____

5 The reason I won't give you an answer is that I haven't got the authority.

But ... _____

Exercise 3. Answer the following questions using the second conditional.

What would you do if...

1 ... you invented a new product?

If I invented a new product, I would patent it immediately.

2 ... you lost your job? _____

3 ... you were offered a job in Saudi Arabia for five years?

4 ... your company's main competitors offered you a good job?

5 ... you lost all your money and credit cards?

15. Conditional 3

Exercise 1. Put the verbs into the correct form. Choose either the past perfect (had done) or would + perfect infinitive (would have done).

1 If we had known (know) that the company was in financial difficulty, we would not have done business with them.

2 We would have won that contract if we _____ (make) a better offer.

3 They _____ (go) out of business years ago if they hadn't invested in new technology.

4 Would sales have been higher if the price _____ (be) lower?

5 If we _____ (wait) a few more months, we would have saved a great deal of money on the new computers.

6 The company _____ (move) earlier if it had found suitable premises.

7 _____ you _____ (accept) the new job if they had offered it to you?

8 If the flight had been delayed, I _____ (stay) at the airport hotel.

Exercise 2. Think back to the last time you went abroad on business. Write down what you would have done if the following things had happened.

What would you have done if...

1 ... you had lost your passport while you were abroad?

If I had lost my passport the last time I was abroad, I would have gone to the embassy to get a replacement.

2 ... someone had stolen your credit cards and money?

3 ... you had needed to contact the office urgently?

4 ... you had fallen seriously ill?

5 ... you had missed your return flight?

16. Modal verbs

Exercise 1. Make suggestions referring to your own company. Use the expressions below.

I think we should ...

I don't think we should ...

We ought to...

Why don't we ...

How about...

Let's...

1 Suggest a way of improving morale among the workforce.

I think we should increase overtime rates.

2 Suggest a way of making working hours better for secretarial staff.

3 Suggest a way of reducing staff turnover.

4 Suggest a way of cutting costs.

5 Suggest a way of improving productivity in your company.

6 Suggest a way of increasing demand for your product or service.

7 Suggest a way of increasing incentives for managers.

Exercise 2. Complete the sentences using can, can't, or a form of (not) be able to.

1 If we send the parcel by second class post, it'll take a week. But if you like, ... we can send it first class.

2 I've been trying to find a solution to the problem all week, but so far... _____

3 She could easily get a job as an interpreter because... _____

4 If business goes well this year, we will... _____

5 If you have a credit card, ... _____

Exercise 2. Choose the correct word or phrase in italics to complete each sentence.

1 You *must/needn't* save a file before you turn the computer off, or you will lose it.

2 I'm afraid this is a non-smoking office, so you *haven't got to/can't* smoke in here.

3 Employees are reminded that they *mustn't/needn't* use the office phone to make personal calls.

4 You *needn't/mustn't* send that reminder to Eastwood's - they paid the invoice this morning.

5 In countries like Iran, you *don't have to/can't* buy or sell alcohol.

6 This income tax form *must/needn't* be completed and returned to the Inland Revenue within 30 days.

7 You *mustn't/don't have to* come to the meeting if you have more important things to do.

8 This information is highly confidential, so you *mustn't/needn't* discuss it with anyone.

9 As you are from the European Union, you *mustn't/don't have to* have a visa to go to France.

10 Drivers wishing to hire a car *must/aren't allowed to* be over 21 and have a full driving licence.

Exercise 2. Speculate about possible future events based on the following information. Use may, might, or could.

1 The political situation in the Middle East is very unstable.

The price of oil might rise.

2 The Christian Democrats are doing very well in the opinion polls.

3 The new Hoover 237 dishwasher has had excellent reviews.

4 The government is spending much more than it is earning in taxes.

5 There have been a number of delays in the project.

17. -ing and infinitive

Exercise 1. Complete the sentences using the verbs below in the -ing form.

apply buy film lose meet negotiate speak wait

1 We won't know the final cost of the TV programme until the production company finishes filming.

2 Rupert Murdoch of News International risked _____ millions of pounds when he launched his satellite company Sky TV.

3 If you do a business course in England you will be able to practice _____ every day.

4 I have had to put off _____ the designers because I am too busy this week.

5 As a buyer for a large chain store, part of my job involves _____ competitive prices with suppliers.

6 I'm afraid the manager is busy at the moment. Would you mind _____ a few minutes?

Exercise 2. As part of their work, people often have to do the following things:

travel to work in the rush hour take work home attend meetings
deal with difficult customers stay late travel abroad
speak English on the phone ask for more money take clients out

A Choose four of these things and say how much you like them using the verbs below.

really enjoy like don't mind dislike can't stand

1 I don't mind staying late.

2 _____

3 _____

4 _____

B Now say what other things you like and dislike doing at work.

1 _____

2 _____

3 _____

4 _____

Exercise 3. The words in the following sentences are in the wrong order. Rewrite them in the correct order.

1 new The law will allow on to open supermarkets Sundays.

The new law will allow supermarkets to open on Sundays.

2 finance bank persuaded project the the They to.

3 court company compensation ordered pay The the to.

4 The cut demand fall forced in us production to.

5 at conference have invited me speak the They to.

Exercise 3. Complete these sentences.

1 We made record profits last year, and this will enable us... _____

2 My parents encouraged me ... _____

3 The government should train more young people ... _____

4 The conference organizers have invited me ... _____

5 Before I went to New York, a colleague warned me ... _____

18. Reported speech

Exercise 1. Report the requests or commands using He asked me ... or He told me

1 "Please come to dinner at 8.00." He asked me to come to dinner at 8.00.

2 "Send the letter immediately." _____

3 "Please don't mention the plans to anyone." _____

4 "Please return the form as soon as possible." _____

5 "Don't put any calls through to my office." _____

Exercise 2. A speaker was asked these questions after a presentation. Report the questions.

1 'When will the new product be ready?'

2 'How much are you planning to spend on advertising?'

3 'Where do you intend to advertise?'

- 4 'What discount will you give to your distributors?'
- 5 'Why has it taken so long to develop?'
- 6 'How much market interest has there been in the new product?'
- 7 'Who is the product aimed at?'
- 8 'What sort of problems have you had in developing the product?'

- 1 They asked me when the new product would be ready.
- 2 They asked me how much we were planning to spend on advertising.
- 3 They asked me _____
- 4 They asked me _____
- 5 They asked me _____
- 6 They asked me _____
- 7 They asked me _____
- 8 They asked me _____

Exercise 3. A colleague of yours came back from a business trip, and you asked her the following questions. Rewrite the questions using reported speech.

- 1 'Did you have a good trip?' I asked her if she had had a good trip.
- 2 'Have they signed the contract?' _____
- 3 'Will you need to go back again?' _____
- 4 'Was the hotel OK?' _____
- 5 'Did you have any time off?' _____
- 6 'Are you feeling tired?' _____
- 7 'Did you have any problems?' _____
- 8 'Do you feel confident about the project?' _____
- 9 'Did they like the idea of a joint venture?' _____

19. Countable and uncountable nouns

Exercise 1. In the following pairs of words, one is countable and the other is uncountable. Write *some* or *a* before each word.

- 1 a book / *some* literature
- 2 _____ report / _____ news
- 3 _____ desk / _____ furniture
- 4 _____ accommodation / _____ hotel
- 5 _____ chance / _____ luck
- 6 _____ water / _____ litre
- 7 _____ equipment / _____ machine
- 8 _____ dollar / _____ money
- 9 _____ cheque / _____ cash
- 10 _____ letter / _____ correspondence

Exercise 2. Fill in the blanks with *is* or *are*.

- 1 The equipment that we ordered _____ here.
- 2 What _____ the weather like at this time of year?
- 3 There _____ a lot of cars in the car park this morning.
- 4 The agenda for tomorrow's meeting _____ on your desk.
- 5 The reports that I have just received from Tokyo _____ not very good.
- 6 Your Japanese visitors have gone to the hotel, but their luggage _____ still at the office.
- 7 On the foreign exchanges this morning, the dollar _____ up 0.5 cents against the yen.

20. Articles

Exercise 1. Fill in the blanks with *a*, *an*, or *0* (no article).

- 1 I like to go abroad about three times _____ year.
- 2 Have you met my brother? He's _____ engineer too.
- 3 I'm thinking about buying _____ new ear. What would you recommend?

- 4 The *Lloyds Bank Review* is published four times ____ year.
 5 ____ computer software is not as expensive as you may think.
 6 The government has urged businesses not to give ____ pay rises above inflation.
 7 How long have you been in ____ engineering?
 8 I go to meetings in London twice ____ month.

Exercise 2. In each pair of sentences, fill in one blank with *the*, and the other blank with *0* (no article).

- 1 A I am not motivated by *0* money.
 B When are you going to pay back *the* money I lent you?
 2 A Carbon-dating helps scientists to work out ____ age of fossils.
 B We never refuse to give someone a job on the basis of ____ age.
 3 A ____ mistakes you have made cost us a great deal of money.
 B Don't worry. Everybody makes ____ mistakes.
 4 A ____ crime in the cities is now at record levels.
 B The police have no idea who committed ____ crime.
 5 A This book will give you ____ information you need.
 B CD-ROMs can store large quantities of ____ information.
 6 A ____ visitors must be accompanied at all times.
 B ____ visitors are on a fact-finding mission from Japan.
 7 A Should ____ unemployed people do more to help themselves?
 B Should the government do more to help ____ unemployed?
 8 A ____ Japanese imports are currently at very high levels.
 B It is very difficult to sell to ____ Japanese

21. Adjectives and adverbs

Exercise 1. Fill in the blanks with words below. Make any changes to the adjectives necessary to form adverbs.

economic hard heavy late patient
 public punctual quarter safe silent

- 1 When you get to New York, give me a ring to let me know you've arrived *safely*.
 2 The Economic Review is published ____, and comes out in March, June, September, and December.
 3 Trains in Japan arrive so ____ that you can set your watch by them.
 4 The train to the airport arrived ____, and as a result I very nearly missed the plane.
 5 Most stockbrokers will buy and sell shares in ____ -quoted companies.
 6 Before privatization, many nationalized industries were ____ subsidized by the government.
 7 He was not in a hurry, so he waited ____ until the client was ready to see him.
 8 The new motor is very quiet, and at most speeds it operates almost ____.

Exercise 2. Choose either an adjective or an adverb from the words in *italics*.

- 1 Their new offices in the city look very *impressive/impressively*.
 2 It's a pity that airline food never tastes as *good/well* as it looks.
 3 He reacted *calm/ calmly* when I told him the bad news.
 4 The new perfume from Dior smells very *expensive/expensively*.
 5 We stopped ordering from them, because a lot of their products were *bad/badly* designed.
 6 They've changed the clocks, so now it gets *dark/darkly* at about 3.00 in the afternoon.
 7 Waiter, could you bring us some more milk - this tastes *sour/sourly*.
 8 Your new secretary seems very *competent/competently*.
 9 Most policy decisions are taken at head office, but day-to-day decisions are taken *local/locally*.
 10 When I spoke to Jeremy, he didn't sound *confident/ confidently* about meeting this year's targets.

22. Comparisons of adjectives

Exercise 1. Write sentences comparing the following items.

1 The company I work for/the last company I worked for
(big) *The company I work for is bigger than the last company I worked for.*
(small) *It is not as small as the last company I worked for.*

2 The job I do now/my last job
(hard to do) _____
(easy to do) _____

3 Inflation this year/it was last year
(high) _____
(low) _____

4 Our company/our main competitor
(large) _____
(small) _____

Exercise 2. Complete the sentences using the present perfect and a superlative adjective.

- 1 good meal/have *The best meal I have ever had was in France.*
- 2 interesting course/go on _____
- 3 good computer/use _____
- 4 nice country/visit _____
- 5 expensive hotel/stay in _____
- 6 fast car/drive _____
- 7 reasonable boss/work for _____
- 8 bad job/have _____

Exercise 3. Write a short paragraph comparing one of your products or services with a product or service of one of your competitors. Here is an example.

I work for Darlington's, a law firm that specializes in commercial property, and our main competitors are Kenworth & Brown. We are not as large as they are, but we have the best taxation department in the City. Because we are smaller, we offer our clients a better service, and our charges are significantly lower.

Grammar 1 (with the key)

1 Put the verbs in brackets into the Present Simple or Present Continuous Tense

- 1 Be quiet, please! I (listen) to the news on the radio.
- 2 Excuse me, (you, speak) Spanish?
- 3 Remember, the sun (rise) in the east. It's in front of us, so we (travel) east now.
- 4 Look! The dog (run) after the neighbour's cat.
- 5 Where (he, live)? Do you know his address?
- 6 Brian always (say) he will mend that broken window but he never (do) it.
- 7 Be quiet, please! I (listen) to the news on the radio.
- 8 Stephanie (finish) her work every day at 4 p.m.
- 9 Excuse me, (you, speak) Spanish?
- 10 Listen to Matthew! He (play) the trumpet. He (practice) it every afternoon.
- 11 Look! Somebody (climb) up that tree over there.
- 12 Excuse me, (you, speak) French?
- 13 We (go) camping every year. It's a good cheap holiday. Hotels (cost) too much.
- 14 Don't switch off the TV. I (watch) it.

2 Put the verbs in brackets into the Past Simple or Past Continuous Tense.

- 1 The storm (start) while they (drive) home.
- 2 While I (wait) for the bus I (see) an accident.
- 3 Michael (fall) off the ladder and (break) his left leg when he (repair) the roof.
- 4 The soldiers (prepare) to leave the camp when suddenly the bomb (explode).
- 5 Last month a bank robber (run) away while the police (take) him to prison. Later they (catch) him again, and this time they (lock) him without any problem.
- 6 My friend Tom (cook) a delicious dinner when he (burn) his fingers.
- 7 The telephone (ring) when Mark (have) an important meeting with his boss.
- 8 (you, go) to the theatre when you were in London?
- 9 Tim (go) down the rocks yesterday morning when he (break) his right arm. He (can) drive his car.
- 10 Last night I (read) in bed when suddenly I (hear) a scream. I (jump) out of bed, (go) to the window and (look) through it. There (be) nobody outside.
- 11 David (take) a photograph of me while I (not look).
- 12 We (see) an accident when we (wait) for the bus.

3 Put the verbs into either Will Future or Going to.

- 1 My hair is dirty. I (wash) it.
- 2 Melanie is a very busy woman. She travels a lot. Tomorrow she (be) in Rome and next week she (be) in Tokyo.
- 3 Johnny feels very tired. He (lie) down for half an hour.
- 4 I'm sure he (lend) you some money if you ask him. He's very rich.
- 5 Dave's university course begins in October. He (study) history.

4 Choose the correct form of the verb.

- 1 When she (climb) the ladder it (slip) sideways and she (fall) off it.
- 2 You (have) time to help me tomorrow?
- 3 While the guests (dance) thieves (break) into the house and (steal) a lot of things.
- 4 Why (you, make) a cake now? (someone, come) to tea?
- 5 What the word "catastrophe" (mean)? It (mean) "disaster".
- 6 He (clean) his gun when it accidentally (go) off and (kill) him.
- 7 Martin (play) the guitar under the window when somebody (open) the window and (throw) out a bucket of water.
- 8 You (be) in Sidney tonight.
- 9 "My brother (have) a fight last week." "Who he (fight) with?" "Oh, he (fight) with our neighbour." "Why they (fight)?" "No idea."
- 10 "What (you, do) now?" "I (make) an apple pie." "But (you, not make) one yesterday?" "Yes, I I often (make) apple pies because my children (love) them very much. I (make) one tomorrow, too. (you, come) and taste it?" "No, I'm sorry, but I (not can) come tomorrow. I (paint) my room tomorrow."
- 11 I (not like) grammar when I (be) a young boy, but now I (be) interested in it very much.
- 12 Last night while I (read) a newspaper, the telephone (ring). I (get) up from my chair and slowly I (walk) to the hall where our telephone (be). But when I (reach) it, it (stop) ringing.
- 13 He always (say) that he will mend the window but he never (do) it.
- 14 Every time we (have) Music we (listen) to some records.

- 15 The Grants (have) a picnic last Sunday. They (go) to the forest. They (eat) many sandwiches and (drink) some orange juice. Late in the afternoon they (decide) to go home. As they (walk), their youngest boy, Billy (break) his leg. At first they (not know) what to do. But then father (run) for some help. It (be) very dark when the doctor finally (arrive).
- 16 "..... you often (go) to parties?" "Well, no not so often." "Why not?" "Because usually there (be) nobody to take me home then." "Listen., there (be) a big party at my house next Friday. you (come)? I (promise) I (bring) you home."
- 17 "Susan, where (be) you?" "I (be) in the living room." "What you (do) there?" " I (watch) TV." " (can) you go to the shop for me when the film is over?" "OK."

5 Put in the right word. (Adjective or Adverb)

- 1 The driver of the car was injured. (serious / seriously)
- 2 Jenny is upset about losing her job. (terrible / terribly)
- 3 She fell and hurt herself quite (bad / badly)
- 4 Don't go up that ladder. It doesn't look (safe / safely)
- 5 He looked at me when I interrupted him. (angry / angrily)
- 6 Our holiday was too short. The time passed very (quick / quickly)
- 7 Monica's English is very although she makes quite a lot of mistakes. (fluent / fluently)
- 8 Do you usually feel before exams? (nervous / nervously)
- 9 Tom doesn't take risks when he's driving. He's always (careful / carefully)
- 10 We didn't go out because it was raining (heavy / heavily)

6 Write the plurals of the words given in brackets to complete these sentences.

- 1 Would you bring the bottle and some, please? (glass)
- 2 We bought some to eat with our (tomato / sandwich)
- 3 They caught several that afternoon. (fish)
- 4 Thecame from different(boy / country)
- 5 They have some and a few (chicken / sheep)
- 6 Would you bring the and? (knife / fork)
- 7 All thehad different coloured (house / roof)

7 Complete the text with the suitable preposition.

- 1 The course begins 7 January and ends 10 March.
- 2 I went bed midnight and got up 6.30 the next morning.
- 3 It can be dangerous when children play football the street.
- 4 Do you take sugar your coffee?
- 5 Carol got married 17, which is rather young to get married.
- 6 Sunday afternoons I usually go for a walk the county.
- 7 Mr Boyle's office is the first floor. When you come out of the lift, it's the third door the left.
- 8 I'll phone Tuesday morning about 10 o'clock, okay?

8 Complete the sentences with the correct form of the adjective.

- 1 The Mississippi is than the Thames. (long)
- 2 He bought flowers in the shop. (expensive)
- 3 Do you think English is than French. (easy)
- 4 Her second book is as as her first one. (interesting)
- 5 The weather here is than at home. (cold)
- 6 This is country in the world. (poor)
- 7 You look than you were yesterday. (happy)
- 8 The North is than the South. (rich)
- 9 She is of all the students in this class. (smart)
- 10 This exercise wasn't as as I thought. (difficult)
- 11 His case is than mine. (heavy)
- 12 It was a very bad mistake. It was mistake I've ever made. (bad)
- 13 The coast road to the town is than the mountain road. (long)
- 14 The traffic is than it was last year. (quiet)
- 15 Jupiter is planet in the solar system. (large)
- 16 The Atlantic isn't as as the Mediterranean. (warm)
- 17 What is thing you have ever bought? (expensive)
- 18 Actions speak than words. (loud)
- 19 The exam today was than last year's exam. (difficult)
- 20 Little Women is book I have ever read. (good)

1. A: Why did you choose that hotel? It's a long way from the centre of town.
B: I chose it because it was (cheap) hotel in the centre.
2. A: Shall we sit in the living room?
B: Yes, it's (warm) room in the house.
3. A: What's the weather going to be like today?
B: They say that today is going to be (wet) yesterday.
4. A: Are you happy in your new flat?
B: Yes, it's (comfortable) my last one.
5. A: Is London (exciting) city in Britain?
B: No, I think that Liverpool is (exciting) London.

9 Complete the sentences with the correct reflexive pronouns.

- 1 Be careful! That pan is very hot. Don't burn
- 2 They couldn't get back into the house. They locked out.
- 3 It isn't her fault. She really shouldn't blame
- 4 Tom cut while he was shaving this morning.
- 5 I'm trying to teach Spanish but I'm not making much progress.
- 6 What a stupid fool I am! I could kick !
- 7 He spends most of his time alone, so it's not surprising that he talks to
- 8 Don't worry about us. We can take care of
- 9 The old lady sat in the corner talking to
- 10 Don't get angry. Control !
- 11 If you want more to eat, help, boys.
- 12 The party was great. We enjoyed very much.
- 13 I'm not going to do it for you. You can do it
- 14 Let's paint the house It will be much cheaper.
- 15 The movie wasn't very good, but I liked the music.
- 16 I don't think Tim will get the job. Tim doesn't think he'll get it.
- 17 I like living by
- 18 Did you go on holiday by ?

10 Add question tags to the following sentences.

- 1 You can't tell him everything,?
- 2 She forgot that lie,?
- 3 They aren't at home now,?
- 4 I must do that,?
- 5 We will come,?
- 6 You don't go to the cinema every day,?
- 7 My friends have got a new house,?
- 8 She would like to go home,?
- 9 It is difficult to learn English grammar,?
- 10 He can help them,?
- 11 Stephanie went to bed very late,?
- 12 W.H. Auden wrote a lot of poems,?
- 13 Robert was repairing his car yesterday,?
- 14 He'll soon be there,?
- 15 We were singing all the time,?
- 16 Your friends will come tomorrow,?
- 17 You weren't listening,?
- 18 Susan doesn't like bananas,?
- 19 He won't mind if I leave early,?
- 20 There are a lot of people here,?
- 21 This isn't very interesting,?
- 22 They had to go home,?
- 23 Tom could help you,?
- 24 She can type,?

Key to exercises

1 Put the verbs in brackets into the Present Simple or Present Continuous Tense

- | | |
|-------------------------|--------------------------|
| 1 'm listening | 8 finishes |
| 2 do you speak | 9 do you speak |
| 3 rises, are travelling | 10 is playing, practices |
| 4 is running | 11 is climbing |
| 5 does he live | 12 so you speak |
| 6 says, does | 13 go, cost |
| 7 am listening | 14 'm watching |

2 Put the verbs in brackets into the Past Simple or Past Continuous Tense.

- | | |
|-----------------------------------|--|
| 1 started, were driving | 8 Did you go |
| 2 was waiting, saw | 9 was going, broke, could |
| 3 fell, broke, was repairing | 10 was reading, heard, jumped, went, looked, was |
| 4 were preparing, exploded | 11 took, wasn't looking |
| 5 ran, was taking, caught, locked | 12 saw, were waiting |
| 6 was cooking, burnt | |
| 7 rang, was having | |

3 Put the verbs into either Will Future or Going to.

- 1 'm going to wash
- 2 will be, will be
- 3 is going to lie
- 4 will lend
- 5 is going to study

4 Choose the correct form of the verb.

- 1 was climbing, slipped, fell
- 2 will have (Will you have)
- 3 were dancing, broke, stole
- 4 are you making, is someone coming
- 5 Does... mean, means
- 6 was cleaning, went, killed
- 7 was playing, opened, threw
- 8 will be
- 9 Had, did he fight, fought, did they fight

- 10 are you doing, 'm making, didn't you make, did, make, love, 'm going to make, Will you come, can't, 'm going to paint
- 11 didn't like, was, 'm
- 12 was reading, rang, got, walked, reached, stopped
- 13 says, does
- 14 have, listen
- 15 had, went, ate, drank, decided, were walking, broke, didn't know, ran, was, arrived
- 16 Do you often, is, will be / is going to be, Will you come, promise, 'll bring
- 17 are, 'm, are you doing, 'm watching, Can / Could

5 Put in the right word. (Adjective or Adverb)

- | | |
|-------------|------------|
| 1 seriously | 6 quickly |
| 2 terribly | 7 fluent |
| 3 badly | 8 nervous |
| 4 safe | 9 careful |
| 5 angrily | 10 heavily |

6 Write the plurals of the words given in brackets to complete these sentences.

- 1 glasses
- 2 tomatoes, sandwiches
- 3 fish
- 4 boys, countries
- 5 chickens, sheep
- 6 knives, forks
- 7 houses, roofs

7 Complete the text with the suitable preposition.

- 1 on, on
- 2 to, at, at
- 3 in
- 4 in
- 5 at
- 6 On, in
- 7 in, on
- 8 on, at

8 Complete the sentences with the correct form of the adjective.

- | | |
|----------------------|----------------|
| 1 longer | 11 heavier |
| 2 the most expensive | 12 the worst |
| 3 easier | 13 longer |
| 4 interesting | 14 quieter |
| 5 colder | 15 the largest |

- | | | | |
|----|---------------------------------------|----|--------------------|
| 6 | the poorest | 16 | warm |
| 7 | happier | 17 | the most expensive |
| 8 | richer | 18 | louder |
| 9 | the smartest | 19 | more difficult |
| 10 | difficult | 20 | the best |
| 1 | the cheapest | | |
| 2 | the warmest | | |
| 3 | wetter than | | |
| 4 | more comfortable than | | |
| 5 | the most exciting, more exciting than | | |

9 Complete the sentences with the correct reflexive pronouns.

- | | | | |
|---|------------|----|------------|
| 1 | yourself | 10 | yourself |
| 2 | themselves | 11 | yourselves |
| 3 | herself | 12 | ourselves |
| 4 | himself | 13 | yourself |
| 5 | myself | 14 | ourselves |
| 6 | myself | 15 | itself |
| 7 | himself | 16 | himself |
| 8 | ourselves | 17 | myself |
| 9 | herself | 18 | yourself |

10 Add question tags to the following sentences.

- | | | | |
|----|--------------|----|--------------|
| 1 | can you | 13 | wasn't he |
| 2 | didn't she | 14 | won't he |
| 3 | are they | 15 | weren't we |
| 4 | mustn't I | 16 | won't they |
| 5 | won't we | 17 | were you |
| 6 | do you | 18 | does she |
| 7 | haven't they | 19 | will he |
| 8 | wouldn't she | 20 | aren't there |
| 9 | isn't it | 21 | is it |
| 10 | can't he | 22 | didn't they |
| 11 | didn't she | 23 | couldn't he |
| 12 | didn't he | 24 | can't she |

Future tenses

Expressing the future – Revision

The future with **will**, **be going to** and **present tenses**

'Will' for instant decisions

1 Say what your decision is in these situations, or what you offer to do.

*Use these verbs: **post, have, answer.***

- a The phone is ringing. You are the nearest person to it. _____
- b The choice on the menu is fish or chicken. You hate fish. _____
- c Your friend has written a letter. You are going to walk into town past the post office.

'Be going to' for predictions based on the present situation or 'will' for predictions of a probable development (a less certain prediction). These forms are often interchangeable.

2 What would you say in these situations? Make predictions using these words: **rain, get wet, happen.**

- a The sky is full of dark clouds.

- b Now it's starting to rain. There's nowhere to shelter, and you haven't got an umbrella.

- c The future situation is uncertain. What do you think _____

Present continuous for fixed future arrangements, especially social and travel arrangements.

3 Write a sentence for each situation describing future arrangements. Use the verb in brackets.

- a Claire has just bought a plane ticket to Cairo dated 15 May. (fly)

- b Mark has arranged a meeting with his boss at four o'clock this afternoon. (see)

- c Matthew and Daniel have booked a tennis court for tomorrow afternoon. (play)

Present simple for a timetable X Arrangements

4 Put the verb in brackets in the correct form.

- A: What _____ (you/do) tonight?
- B: Oh, _____ (I/go) to the cinema with Vicky and a couple of other people. The film
_____ (finish) quite early, so _____ (we/go) to a pizza place afterwards.

Intentions, timetables, arrangements, predictions

5 Complete the sentences using different verb forms to express the future. Use the prompts given.

- a Express your intention to have a rest.
I _____

- b Express the idea that the timetable shows the start of term on 6 September. (start)
The term _____
- c Predict a world war in five years' time.
There _____
- d Express the idea that Laura has agreed to be in the office on Saturday. (work)
She _____
- e Give your prediction of a probable fall in prices. (probably)
Prices _____

Present simple / present perfect in future time clauses after *when, while, before, after, until*, etc. The present perfect is used instead of the present simple to show that the first action will be completed before the second, eg I'll lend you the newspaper *when I've finished* it.

6 Put the verb in brackets in the correct form.

- a As soon as the next lecture _____ (finish), we'll leave.
- b Don't worry! All we have to do is wait here until someone _____ (find) us.
- c We _____ (play) tennis this evening as long as it _____ (not/rain).
- d I'm sorry you've been waiting so long, but it will be some time before Brian _____ (get) back.
- e I _____ (look after) your cat while you _____ (be) on holiday.
- f Once Terry _____ (get) over his illness, his performance will improve.

7 Fill in the blanks expressing the future with a suitable form of the verb given.

The Maxi-Shop company is going to build a huge new shopping centre on the edge of Millingham. When the project (1) _____ (be) complete, there (2) _____ (be) hundreds of new jobs for local people. But not everyone is happy. "We (3) _____ (fight) this plan," said a spokesperson for the local Environment Group. "Just think what (4) _____ (happen) to our countryside. When shopping malls (5) _____ (cover) the whole country, there (6) _____ (be) no green fields left. So we (7) _____ (hold) a protest meeting tomorrow evening at the town hall. It (8) _____ (start) at half past seven.

Future continuous and Future perfect

Future continuous: *will be + . . . -ing* for an action which will be in progress in the future or which will happen in the course of events.

- eg I'll **be waiting** for you when you come out.
I'll **be seeing** you again.

Future perfect: *will have + past participle* is used to talk about things which will already be completed before or by (not later than) a particular point in the future.

- eg They **ll have stopped** serving meals by the time we get to the restaurant.

Note

A continuous form is also possible: *will have been + . . . -ing*

- eg They **ll have been travelling** all day.

8 *What will life be like in the year 2100? Complete the sentences using the prompts given.*

- a Life _____ (become) more automated by then.
- b By 2100, computers _____ (take over) many of the jobs that people do today.
- c The earth's supplies of oil, coal and gas _____ (run out) by that time.
- d _____ (scientists / find) other sources of energy by the end of 21st century?
- e The world's population _____ (increase) to around 30,000 million by 2100.

Future continuous x Future perfect

9 *Put the verb into the correct form.*

- a I _____ (not/finish) my work by the end of the month.
- b What do you think you _____ (do) in five years' time? _____ (you/still/study) at CTU?
- c By next April I _____ (pay) £3,000 in income tax.
- d Microsoft has spent a lot of money on developing a new product. By the time it goes on sale, the company _____ (spend) over \$5million.
- e In fifty years' time we _____ (live) entirely on pills.
- f Simon started to learn English when he was 10. He is still learning the language. When he's 20, he _____ (learn) English for 10 years.
- g Don't phone me between 7 and 8. We _____ (have) dinner then. Phone me after 8 o'clock. We _____ (finish) dinner by then.
- h Air hostess: We _____ (take off) in a few minutes. Please fasten your safety belts.
- i Tim is travelling around Europe at the moment. So far he has travelled about 1,000 miles. By the end of the trip, he _____ (travel) more than 2,000 miles.

Review of the future

10 *Put each verb in brackets into an appropriate tense.*

- 1 The European heads of state _____ (meet) in Brussels on 3 October.
- 2 There's been a bomb warning. No one can go into the building until the police _____ (search) it.
- 3 I won't buy a new monitor till the price _____ (come) down.
- 4 Why are you getting out the jack? – We have a puncture and I _____ (change) the wheel. – I _____ (help) you.
- 5 By the end of the month, I _____ (work) for this company for a year.
- 6 The sun _____ (rise) at 5.45 am tomorrow.
- 7 Tourist: We've only got five hours in Rome; we _____ (leave) at six; but I'm sure that we _____ (see) everything of importance by then.
- 8 You say you're getting a coach at nine. What time _____ (it/get) to London?
- 9 I'm going to get to the airport early. I can read a book while I _____ (wait).
- 10 _____ (you/read) this book by the time it's due back to the library? – Yes. I _____ (finish) it by then.
- 11 They've brought a rope and they _____ (tow) the car to a garage.
- 12 Can I borrow your bike on Monday? – I'm sorry, but I _____ (use) it. I always cycle to work.
- 13 I'll have much more time next week because I _____ (do) all my exams then.
- 14 It's a lovely day. _____ (we/go) for a walk?
- 15 In three years' time the bridge _____ (be completed).
- 16 Why's he putting the camera on a tripod? – He _____ (take) a group photo.
- 17 They _____ (lay) the foundations next week.
- 18 By the end of the year all our debts _____ (be paid) off.
- 19 I'll give Polly the news. I _____ (tell) her when I _____ (see) her this evening.
- 20 It's quite a long way, isn't it? We _____ (walk) about five miles by the time we get back, I'd say.
- 21 Who _____ (work) with you on this project?
- 22 I've come out without any money. – Never mind, I _____ (lend) you some. How much do you want?

- 23 No one can predict what Carol _____ (do) next.
 24 When winter _____ (begin) the swallows will fly away to a warmer country.
 25 We _____ (go) on holiday next Monday. This time next week we _____ (lie) on a beach in Turkey.
 26 _____ (you/drive), please? I don't like driving at night.
 27 Ben and Petty are on holiday in Europe. They _____ (visit) seven countries by the time they get home to Canada at the end of the month.
 28 It's very hot in here. I think I _____ (faint).
 29 I'll come at three o'clock. – Good, I _____ (expect) you.
 30 I haven't bought any cigarettes because I _____ (give) up smoking.

Mixed tenses

1. Fill in the correct tense.

- a) John /leave/..... Anne two days ago. She hardly /eat/..... anything since.
 b) So far Anne /be/..... in the house by herself for two weeks. During that time she /refuse/..... to open the door to anyone.
 c) John /begin/..... listening to English recordings regularly last year. Since then his pronunciation /improve/.....greatly.
 d) He /listen/..... to English recordings for several months. His comprehension ability /increase/..... since.
 e) I met Mr. Kelly last October. Five years /change/..... him completely. He /grow/..... bald, his face /be covered/..... with deep wrinkles, he /become/..... very stout and /not able to/..... hold himself erect.
 f) If you /lose/..... a book, report it at once. If it /not be found/..... within a reasonable period, you /be asked/..... to pay the cost of replacing it. This sum /be refunded/..... if the book /be found/..... subsequently.
 g) Last week he /not send/..... us a cable because he /lose/..... our address, so I /not able to/..... meet him.
 h) I see that the children /switch on/..... the T.V. and /watch/..... an interesting film.
 i) The radio reported that the weather in that region /be/..... dry since August.
 j) Which of the roads /lead/..... to the railway station? We /want/..... to arrive there before the departure of the train.
 k) When I came in, the dog /sleep/..... on the rug.
 l) If you /go/..... to the kitchen, you will find milk there. But I don't know if the milk /be/..... sour.
 m) All the time you have been toiling in your office, I /enjoy/..... myself on the beach. We /not have/..... a drop of rain since we /arrive/..... But unfortunately this time next week I /travel back/.....
 n) We will leave as soon as the car /be overhauled/..... But I don't know if the overhaul /be completed/..... by 10 o'clock.
 o) After I /do/..... all my work, I /want/..... to go home, but I remembered that I /leave/..... my umbrella in the hall, where I /put/..... it to dry, and I had to go to fetch it as it /rain/.....

2. Read the telephone conversation between Mr B. and Claude, the travel agent. Put the verbs into the correct tense.

- C Good morning. Fairweather Travel, Claude speaking. How can I help you?
 Mr B Good morning. I /look /.....at your brochure on holidays in Cape Town and the Western Cape and I /wonder/.....if you could give me some information?
 C Certainly, Mr?
 Mr B It's Barker, Mr Barker.
 C Well, as it happens, Mr Barker, I /go/.....to Cape Town myself last Christmas. I /never, be/.....there before. I /do/.....some research for Fairweather Travel, so I /get/.....to know the city pretty well.
 Mr B Really! Then you're just the person to talk to. Tell me, /feel/.....you safe? There /be/.....so much unrest in South Africa recently.
 C Well, Mr Barker, I /visit/.....many countries on behalf of Fairweather Travel, and I have to say that

- I /feel/.....very safe the whole time I /travel/.....round South Africa.
- Mr B That's reassuring. My three children /learn/.....all about South Africa at school. They /look forward/.....to seeing Table Mountain. My wife /hope/.....to sample some South African wine. /be/.....that.....possible?
- C Oh, yes indeed. There are tours to many of the vineyards and wine cellars. Your wife /be able/.....to try some really good wines. South Africa /produce/.....some of the best wine and brandy in the world.
- Mr B How interesting. Well, you /be/.....most helpful. I /get/.....back to you as soon as possible, after I /discuss/.....it all with my wife. Thank you very much. Goodbye.
- C Goodbye.

3. Read about Pat and Ronald Thomas, who live on a train. Put the verbs in brackets into the correct verb form.

At home on a train

Pat and Ronald Thomas /not live/.....in a caravan, but their home /travel/.....more miles than any other house in Britain! Their house /make/.....from a pair of Victorian railway carriages, and they /live/.....there for ten years. "I /not want/.....to live in a train at first," admits Pat, "but when I /see/..... that this train had a garden with a stream, I just /fall/..... in love with it. We /buy/.....it from an old lady, and she /do/..... a lot of work on it already. But there is a lot left to do and we /make/.....still improvements."

Visitors are often surprised to see how spacious the house is. All the dividing walls /remove/....., so now the rooms are about fifteen metres long.

Pat and Ronald /pay/..... £ 68 000 for their house. Recently they /offer/.....more than £ 100 000 for it, but it's not for sale.

"I /discover/..... more and more about the history of this train all the time," says Ronald. "It /build/.....in Swindon between 1855 and 1875. We /work/.....so hard to make it beautiful that I don't think we /sell/.....ever it," he admits. "I hope it /remain/.....in our family forever."

4. Put the verbs in brackets in this text in the most suitable form.

Dear Sue,

I /think/..... I'd better write and apologise about what /happen/.....on Thursday. I /not, usually, behave/.....that way at parties, but as you probably /realise/....., I /be/.....rather drunk when I /arrive/..... I /be/.....neveras drunk as that before, but I /have/..... an explanation. You /see/....., on my way to the party I /meet/..... this old friend of mine while I /come/.....out of the pub, which I only /pop/.....into to buy you a bottle of wine. By the time we /talk/.....over all our news, I /realise/.....we /drink/..... rather a lot, but I very much /want/.....to see you, so I /leave/.....my car at the pub, and /walk/.....over. I /really, not, mean/to break the window, and I /come/.....round next Monday to repair it myself. I /not, think/.....it /be/.....very cold in the meantime. I..... also /write/.....to your mother and I /apologise/.....for saying what I /say/.....to her. You /know/.....how much I /like/.....her.

I /hope/.....that by the time I see you next Monday you /forget/.....my unforgivable behaviour. I /decide/.....never to drink again.

Your foolish friend,
Ken

- ing / infinitive forms

1. Complete these sentences so that the meaning is similar to the first sentence.

- My father said I could use his car. My father allowed
- I was surprised that it rained. I didn't expect.....
- Don't stop him doing what he wants. Let
- He looks older when he wears glasses. Glasses make
- I think you should know the truth. I want.....
- Don't let me forget to phone my sister. Remind.....
- At first I didn't apply for the job but Sarah persuaded me. Sarah persuaded
- My lawyer said I shouldn't say anything to the police. My lawyer advised
- I was told that I shouldn't believe everything he says. I was warned.....
- If you've got a car, you are able to travel round more easily. Having a car enables.....

2. Put the verbs in the right form: -ing or infinitive.

- a) She doesn't allowin the house. /smoke/
- b) I've never been to Iceland but I'd likethere. /go/
- c) I'm in a difficult position. What do you advise me? /do/
- d) She said the letter was personal and wouldn't let me it. /read/
- e) We were kept at the police station for two hours and then we were allowed /go/
- f) Where would you recommend mefor my holidays? /go/
- g) I wouldn't recommendin that restaurant. The food is awful. /eat/
- h) The film was very sad. It made me /cry/
- i) Carol's parents always encouraged herhard at school. /study/

3. Use gerund or infinitive of the verb in brackets. Insert preposition where necessary.

- a) I regret /miss/..... the performance.
- b) The car needs /overhaul/.....immediately.
- c) We decided /leave/.....them alone.
- d) It's no use /tell/.....him off, he didn't want /do/.....it.
- e) I need a magnifying glass /decipher/.....it with.
- f) He gave up /smoke/.....and /drink/.....
- g) We congratulate you on /reach/.....it.
- h) I remember /see/.....the film.
- i) Fancy him /act/.....as a chairman of the committee.
- j) It's worth /notice/.....the development of the area.
- k) They want /prevent/.....us /establish/.....friendly relations.
- l) I can't understand /neglect/..... children.
- m) I'll give you a chance / try/.....your hand at it.
- n) He didn't even stop /chew/.....the gum.
- o) Your time is up and you still go on /talk/.....
- p) She can't avoid /attract/.....the public eye.

4. Rewrite each sentence without changing the meaning, beginning as given.

- a) He said he didn't want to sit at the front. He refused.....
- b) She succeeded in getting through to the office in the end. In the end she managed.....
- c) His parents wouldn't allow him to buy a powerful motorbike. His parents wouldn't let.....
- d) Going on a package tour was your choice. You chose.....
- e) I had to stay late at the office last night. My boss made.....
- f) "Leave the dog alone, Jean," said Chris. Chris told Jean.....
- g) I really ought to phone the doctor. I'd better.....
- h) You are supposed to take one tablet every four hours. You should.....
- i) Taking a holiday in August is common in Britain. The British tend
- j) Actually I'd prefer to go dancing with Margaret. Actually I'd rather.....

5. Put the verb in brackets into the most suitable form.

- a) I'm afraid that I can't stand /sit/..... on chairs like that one.
- b) I went back to the office and demanded /speak/.....to the director.
- c) She didn't really fancy /go/.....to the cinema, so she stayed at home.
- d) I hope /meet/..... a lot of interesting people while I'm there.
- e) She always pretends not /hear/.....what people say to her.
- f) I used to enjoy /listen/.....to pop music, but my tastes have changed.
- g) I don't think we should risk /arrive/.....too late at the airport.
- h) They warned Ronnie /be/..... more careful about what he said to people.
- i) Terry keeps /ask/.....me to lend her my notes from last week's lesson.
- j) I wish you'd let me /help/.....you with that ironing.
- k) The doctor told me to avoid /walk/.....upstairs for a week.
- l) I don't think she deserves /lose/.....her licence for such an offence.
- m) If you've finished /read/.....the paper, could I have a look at it?
- n) They decided that they should practise /speak/.....as much as possible.
- o) She promised /let/.....me know the results as soon as they came out.

-ing form as a noun

We can use an –ing form of the verb as a noun. It can be the subject, object, or a complement of a sentence.

Examples:

Managing the computer's resources is an important function of the operating system.

The operating system starts running the user interface as soon as the PC is switched.

Another function of the operating system is executing and providing services for applications software.

The –ing form is also used after prepositions. This includes 'to' when it is a preposition and not part of the infinitive.

Examples:

Without the user being aware of the details, the operating system manages the computer's resources.

We begin by focusing on the interaction between a user and a PC operating system.

We look forward to having cheaper and faster computers.

1 Rewrite each of these sentences using an –ing form.

- 1 An important function of the operating system is to manage the computer's resources.
- 2 One task of the supervisor program is to load into memory non-resident programs as required.
- 3 The role of the operating system is to communicate directly with the hardware.
- 4 One of the key functions of the operating system is to establish a user interface.
- 5 An additional role is to provide services for applications software.
- 6 Part of the work of the mainframe operating systems is to support multiple programs and users.
- 7 The task in most cases is to facilitate interaction between a single user and a PC.
- 8 One of the most important functions of a computer is to process large amounts of data quickly.
- 9 The main reason for installing more memory is to allow the computer to process data faster.

2 Complete these sentences with correct form of the verb, infinitive or –ing form.

- 1 Don't switch off without (close down) your PC.
- 2 I want to (upgrade) my computer.
- 3 He can't get used to (log on) with a password.
- 4 You can find information on the Internet by (use) a search engine.
- 5 He objected to (pay) expensive telephone bills for Internet access.
- 6 He tried to (hack into) the system without (know) the password.
- 7 You needn't learn how to (program) in HTML before (design) webpages.
- 8 I look forward to (input) data by voice instead of (use) a keyboard.

Verbs + object + infinitive;

verbs + object + to-infinitive

New developments in computing are often designed to make something easier. These verbs are often used to describe such developments: allow, enable, help, let, permit

Allow, enable and permit are used with this structure: verb + object + to-infinitive

Let is used with this structure: verb + object + infinitive

Help can be used with either structure.

Examples:

A GUI lets you point to icons and click a mouse button to execute a task.

A GUI allows you to use a computer without knowing any operating system commands.

Voice recognition software helps disabled users (to) access computers.

Complete the gap in each sentence with the correct form of the verb in brackets.

- 1 The Help facility enables users (get)..... advice on most problems.
- 2 Adding more memory lets your computer (work) faster.
- 3 Windows allows you (display) two different folders at the same time.
- 4 The Shift key allows you (type) in upper case.
- 5 The MouseKeys feature enables you (use) the numeric keypad to move the mouse pointer.
- 6 ALT + TAB allows you (switch) between programs.
- 7 The StickyKeys feature helps disabled people (operate) two keys simultaneously.
- 8 ALT + PRINT SCREEN lets you (copy) an image of an active window to the Clipboard.

Ing-clauses

- 1 When two things happen at the same time, you can use –ing for one of the verbs.
I've just seen Carol. She is in the bar having a drink.
- 2 We also use –ing when one action happens during another action.
Did you cut yourself shaving?
- 3 When one action happens before another action, we use having (done) for the first action.
Having found a hotel, we looked for somewhere to have dinner.
- 4 You can use an –ing clause to explain something or to say why somebody does something.
Feeling tired, I went to bed early.
- 5 We use –ing clause to say what somebody is doing at a particular time.
Do you know the man talking to Tom?

1 Rephrase the following sentences using a participial construction instead of a subordinate clause.

- a) When an undergraduate has completed his project, he sits for the final state examination.
- b) After they had made the necessary preparations, they started the experiment.
- c) When the programmer has defined the problem to be solved, he must determine the method to be used.
- d) When he has determined the method to be used, he must organize the data structure.
- e) When Robert had passed his final state examination, he was awarded the degree of “Ing”.
- f) After they had bought an expensive car, they didn't have much money left for everything else.
- g) When he has flowcharted the logic of a solution, he must code it in the programming language.
- h) After the lecturer had explained the problem, he described some of the methods of solving it.

2 Answer the questions positively. Use the whole sentence with –ing construction.

- a) Did Mary laugh loudly as she came in?
- b) Did the soldiers sing loudly as they went through the streets?
- c) How did Tom cut off all those wires? Did he use a kitchen knife?
- d) When did the mountaineer slip? Did he climb the north wall?
- e) A lot of adults learn foreign languages. Do they attend evening classes?
- f) A group is waiting in front of the castle. Are they Dutch visitors to Prague?
- g) Did you notice the two men? They were standing in the background.

3 Rephrase the following sentences using an –ing form instead of a subordinate clause.

- a) When Barbara was typing the letters, she didn't look at the keyboard.
- b) As she is used to typing for a long time, she never complains.
- c) When the secretary was bringing in the customer, she heard the telephone ringing.
- d) Since I believed that he had told the truth, I decided to let him go.
- e) When Mr Ralston was being introduced to the ladies, he tried to remember the names of all of them.
- f) While he was flying over the Channel, the pilot saw what he thought to be a flying saucer.
- g) Since the prices are really reasonable, they suit all buyers.
- h) When the clerk was working out the price, he included the packing charge in it.

4 Translate into Czech.

- a) Going through Birmingham I met Mr Wheeler. I met him carrying a suitcase.
- b) Listening to the conversation Muriel enjoyed herself very much. Later on we even saw her speaking to that young man.
- c) The old lady was seen wearing all her jewels. Wearing them in the afternoon she made everybody notice her.
- d) Borrowing a deposit copy I noticed a student I had met before. I noticed him filling in a lending form.
- e) Reading the two texts and comparing them with the third the scientists deciphered the hieroglyphs on the Rosetta Stone.
- f) One can often find book-lovers reading early prints in the library of the British Museum.
- g) Mr Lewis watched his secretary typing the answers. He had her working hard.

-ing clauses : cause and effect

We can use –ing clauses to explain how something happens. The –ing clause explanation can be placed before, or after the main clause. We can also use – ing clauses to link a cause and effect.

Examples:

Using MIDI, computers can communicate with synthesizers.

DVD drives read DVD disks (by) using blue laser light.

A WAV file may sample a song 44,000 times a second, creating a huge mass of information.

Match each cause and effect. Then link them with an –ing clause.

Cause

- 1 Computers with MIDI interface boards can be connected to MIDI instruments.
- 2 Each side of a DVD can have two layers.
- 3 MP3 removes sounds we can't hear.
- 4 You can download single tracks.
- 5 Each MP3 file has a tag.
- 6 MP3 players contain several devices.
- 7 You can download a skin program.
- 8 You can legally download some music.

Effect

- A This permits extra information to be stored on the performer and other track details.
- B You can create your own compilation.
- C This allows you to sample a new group before buying their CD.
- D This gives an enormous storage capacity.
- E This allows the music being played to be stored by the computer and displayed on the monitor.
- F This enables you to change the appearance of your player.
- G These allow you to control the way the music sounds.
- H This produces much smaller files.

Relative clauses

1. Put who(m), which, what, whose or nothing in each space as necessary.

- a) He didn't know _____ had paid him, _____ was strange.
- b) Someone _____ had been there before told us the way.
- c) _____ I ought to do, is find out _____ gloves they are.
- d) Peter, _____ car had broken down, met a man _____ managed to fix it.
- e) The drawer in _____ he found the gun was the one _____ I had searched.
- f) Those _____ come late must stay to do the work _____ they have missed.
- g) The dog _____ I bought was the one _____ you saw the day you arrived.
- h) That is the boy _____ mother knows the man _____ repaired our fridge.
- i) He is the one _____ asked me _____ I gave the money to.
- j) The snow, _____ had been falling all day, was _____ gave us trouble.

2. Join each group of sentences using the words given in brackets and beginning as shown.

Make any other necessary changes.

- 1 A man brought the letter. He left it on the table. (who)
The man _____
- 2 I have a friend. Her six children sing in a choir. (whose)
I have _____
- 3 I sold my car to a man. You spoke to him. (-)
The man _____
- 4 The cup was on the table. It had tea in it. (which)
The cup _____
- 5 I bought a painting. I sold it to a friend. He liked it. (who)
I sold the _____
- 6 A student came late. I borrowed her pen. (whose, who, the one)
The student _____

- 7 I went on holiday. I went with a friend. He has fallen ill. (whom)
The friend _____

3. In the following sentences, insert commas if there is a non-defining relative clause. Cross out the pronoun if possible in the defining relative clauses.

- a) The thing that I most regret is not going to university.
- b) My two daughters who are 16 and 13 are both interested in dancing.
- c) The town where I was born has changed dramatically.
- d) I didn't like the clothes which were in the sale.
- e) Salt that comes from the sea is considered to be the best for cooking.
- f) Salt whose qualities have been known since prehistoric times is used to season and preserve food.
- g) The CD that I bought yesterday doesn't work.
- h) You know the book that you paid £20 for? I just got it for £5.
- i) The area of England where I'd most like to live is Devon, in the West Country.
- j) Devon where my mother's family come from is famous for its lovely countryside and dramatic coastline.

4. Fill the gaps with a relative pronoun. If the pronoun can be omitted, add nothing.

- a) The lady _____ is sitting in the wheelchair is my grandmother.
- b) I know an Italian restaurant _____ serves excellent home-made pasta.
- c) I know an Italian restaurant _____ you can always get a table.
- d) Uncle Tom earns a fortune, _____ is why I've asked him to lend me £1,000.
- e) Sean is a child _____ people immediately like.
- f) My daughter, _____ ambition is to emigrate to Australia, has finally got her visa.
- g) I gave him a drink of water, _____ he drank thirstily.
- h) The flight _____ we wanted to get was fully booked.
- i) My Auntie's house is the place _____ I feel most at home.
- j) This is the smallest car _____ has ever been made.
- k) That's the man _____ wife left him because he kept his pet snake in their bedroom.
- l) I love the things _____ you say to me.
- m) I go shopping at the new shopping centre, _____ there's always free parking.
- n) She told me she'd been married before, _____ I didn't realize.
- o) _____ you do, don't touch that button. The machine will explode.

5. Combine the sentences, remembering to put the preposition after the verb in the relative clause.

- 1 This is the book. I was telling you about it.

- 2 She's a friend. I can always rely on her.

- 3 That's the man. The police were looking for him.

- 4 She recommended a book by Robert Palmer. I'd never heard of him.

- 5 You paid £500 for a carpet. It has been reduced to £200.
The carpet _____
- 6 The Prime Minister gave a good speech. I agree with his views.

- 7 He spoke about the environment. I care deeply about this.

- 8 What's that music? You're listening to it.

- 9 Her mother died last week. She looked after her for many years.

- 10 My daughter has started smoking. I disapprove of this.

Relative clauses with a participle

Relative clauses with a participle are often used in technical descriptions. They allow you to provide a lot of information about a noun using as few words as possible. We can use the passive or the active participle.

Examples:

PCs equipped with Ethernet adapters = PCs which are equipped with Ethernet adapters

Data line linking client to server = data line which links client to server

1 Complete these definitions with the correct participle of the verb given in brackets.

- 1 A *gateway* is an interface (enable)..... dissimilar networks to communicate.
- 2 A *bridge* is a hardware and software combination (use) to connect the same type of networks.
- 3 A *backbone* is a network transmission path (handle) major data traffic.
- 4 A *router* is a special computer (direct) messages when several networks are linked.
- 5 A *network* is a number of computers and peripherals (link) together.
- 6 A *LAN* is a network (connect) computers over a small distance such as within a company.
- 7 A *server* is a powerful computer (store) many programs (share) by all the clients in the network.
- 8 A *client* is a network computer (use) for accessing a service on a server.
- 9 A *thin client* is a simple computer (comprise) a processor and memory, display, keyboard, mouse and hard drives only.
- 10 A *hub* is an electronic device (connect) all the data cabling in a network.

2 Link these statements using a relative clause with a participle.

- 1 a The technology is here today.
b It is needed to set up a home network.
- 2 a You only need one network printer.
b It is connected to the server.
- 3 a Her house has a network.
b It allows basic file-sharing and multi-player gaming.
- 4 a There is a line receiver in the living room.
b It delivers home entertainment audio to speakers.
- 5 a Eve has designed a site.
b It is dedicated to dance.
- 6 a She has built in links.
b They connect her site to other dance sites.
- 7 a She created the site using a program called Netscape Composer.
b It is contained in Netscape Communicator.
- 8 a At the centre of France Telecom's home of tomorrow is a network.
b It is accessed through a Palm Pilot-style control pad.
- 9 a The network can simulate the owner's presence.
b This makes sure vital tasks are carried out in her absence.
- 10 a The house has an electronic door-keeper.
b It is programmed to recognise you.
c This gives access to family only.

Connectors

Complete the sentences using one of these words. You can use each one once.

Because, although, rather than, so that, if.

- a) She went to jail _____ she killed 5 men.
- b) I wouldn't have gone shopping _____ I had known about the accident.
- c) She went to prison _____ she couldn't kill any more men.
- d) _____ she always tried hard, she failed every exam she had.
- e) _____ do my work, I prefer to play on the computer.

Discourse markers

Complete this dialogue using the following expressions to mark discourse. You can only use each expression once.

As I was saying..., that's a good point, but... , in my opinion..., the point is..., on the other hand...

- a) A: Czech is the most difficult language in the world to learn.
- b) B: _____ Chinese might be more difficult.
- c) A: Czech is more difficult than English because it has declensions.
- d) B: _____ English has very difficult articles and phrasal verbs.
- e) A: Where are you going on holiday?
- f) B: Well, China is too expensive, so maybe Slovakia is better.
- g) A: _____, China would be more exciting!
- h) A: Did I tell you about my sexy new girlfriend?
- i) B: No, who is she?
- j) A: Well, (phone rings... A talks for 5 minutes) Sorry, what were we talking about?
- k) B: Uhm, your sexy new girlfriend.
- l) A: Oh yeah! _____ you already know her, she's your sister!
- m) A: If you look at the sales figures, they show a 50percent decrease.
- n) B: So what does it all mean?
- o) A: Well, _____ our company is in severe trouble.

Conjunctions

Write sentences using each of these conjunctions.

- a) Time: before, after, until, since
- b) Place: where, wherever
- c) Cause: since, because, as, for
- d) Condition: if, although, unless, or
- e) Comparison: as, than, like, if, as though

Determiners

1. Choose which words fit the sentences.

- a) I have three dogs. **All / Every** of them love going for a walk, but **neither / none** of them likes being brushed.
- b) You can borrow **either / each** the Renault or the Rover. They're **all / both** in the garage.
- c) My two daughters are **each / both** good at languages, but **none / neither** of them can do maths at all.
- d) I have a shower **every / each** day.
- e) I've got thirty people in my class, and **every / each** student is special to me.
- f) "How much are the roses?" "One pound **either / each**."
- g) I have **any / no** idea how I spend all my money. At the end of **every / each** month, it's all gone.
- h) I know **every / each** word of his songs by heart.
- i) There are fifteen rooms in this hotel. **Each / Every** room is a little different.
- j) You can have **either / each** an orange or an apple, but you can't have **either / both**.
- k) "Tea or coffee?" "**Either / Neither**, thanks. I've got to rush."
- l) "Red wine or white?" "**Either / Neither**, whichever is open."
- m) I know **either / both** Robert and his brother, but I don't like **both / either** of them.
- n) "Can you help me with my homework?" "Sure. **None / No** problem."
- o) I have four brothers. **Every / Each** of us is different.

Prepositions

1 Complete these sentences using these prepositions. Only use each one once.

off, between, through, under, back from, out of, into, over, past, across.

- a) The river is _____ the bridge.
- b) The bridge goes _____ the river.
- c) You must get _____ Prague to enjoy the Bohemian countryside!
- d) He fell from the bridge _____ the river.
- e) You can drive _____ the Liben tunnel.
- f) He is _____ his holidays and he has a great suntan.
- g) You must go _____ the bridge if you want to go to the castle.
- h) If you get tram number 22, it will take you _____ the castle.
- i) Don't jump _____ the Zizkov TV tower!
- j) Life is what happens _____ birth and death.

2 Fill in the blanks with the correct prepositions. If no preposition is needed, leave the space empty.

- 1 The new computerised system consists ____ two units equipped ____ digital cameras.
- 2 Palm-size and handheld PCs will benefit ____ speech technology.
- 3 The stay abroad was of great benefit ____ my future career.
- 4 Brian's job involves a lot of travelling. He often has to go away ____ business.
- 5 The company was faced ____ financial problems.
- 6 The firm closed down because there wasn't enough demand ____ its product.
- 7 It wasn't easy but in the end we succeeded ____ finding a solution ____ the problem.
- 8 Do you know how to operate ____ this instrument?
- 9 Who is in charge ____ this project?
- 10 Bill provided me ____ all the information I needed.
- 11 He was promoted ____ a senior position.
- 12 The lawyer advised us ____ tax matters.
- 13 If you're worried about the problem, you should do something ____ it.
- 14 We discussed ____ the problem but we didn't reach a decision.
- 15 Why don't you apply ____ that job?
- 16 This regulation doesn't apply ____ you. You are ____ (*less than*) 18.
- 17 Workers at the factory have gone ____ strike for better pay and conditions.
- 18 The company has rejected the workers' demands ____ a rise ____ pay.
- 19 George's salary is very low. It isn't enough to live ____ .
- 20 He promised ____ us a share ____ the profits.
- 21 I'm interested ____ chess but I'm not very good ____ it.
- 22 The police are searching ____ the man who escaped from prison.
- 23 It's not very pleasant when you are accused ____ something you didn't do.
- 24 I promise to get everything ready ____ eight o'clock at the latest.
- 25 He was accepted ____ a programming course.
- 26 What time do you usually arrive ____ work in the morning?
- 27 He arrived ____ London ____ 6 pm ____ a foggy November day. We often have fogs ____ November.
- 28 We must try to get ____ home ____ time ____ dinner.
- 29 I'm a bit lonely. I need somebody to talk ____ .
- 30 We have to deal ____ this problem as soon as possible.
- 31 These days everybody is aware ____ the dangers of smoking.
- 32 I wanted to go alone but they insisted ____ coming with me.
- 33 John graduated ____ chemistry and physics.
- 34 It's three years ____ I did any skiing.
- 35 We didn't reach Berlin ____ after dark, and had some difficulty ____ finding our hotel.
- 36 He became involved ____ new research.
- 37 My job involves ____ a fixed working time.
- 38 You can't rely ____ him. He's almost always late ____ appointments.
- 39 It never occurred ____ me to ask him ____ proof ____ his identity.
- 40 Barcodes in the packaging of groceries will soon be replaced ____ radio-frequency tags.
- 41 The number of people suffering ____ heart disease has increased.
- 42 I hardly ever use a credit card or cheques. I prefer to pay for things ____ cash.

- 43 Did you come here ____ car or ____ foot?
 44 The police want to question a man in connection ____ the robbery.
 45 Write your name ____ the top / bottom of the page.
 46 You'll find the sports results ____ the back page of the newspaper.
 47 I'll wait ____ Friday before making a decision.
 48 Have you ever been ____ Australia?
 49 There was an accident ____ the crossroads this morning.
 50 Turn left ____ the roundabout.

Articles

1 Make larger sentences, using the correct article, from these newspaper headlines.

- a) Man eaten by snake in London zoo
- b) US President chokes on pretzel
- c) Taxes to increase
- d) Pope to visit Eurodisney
- e) Taxes set to increase once more

2 Complete these sentences, using the definite article, the indefinite article, or the zero article where appropriate.

- a) I live in ____ city of Prague.
- b) I live in ____ Prague.
- c) Prague is ____ best city in ____ world.
- d) I live in ____ flat in Red Hill Housing Estate.
- e) Red Hill Housing Estate is near ____ Europe street.
- f) You pass ____ Europe street on ____ way to ____ airport.
- g) ____ airport is ____ busy place, but ____ assistants are very helpful.
- h) ____ biggest airport in ____ Europe is in ____ Frankfurt.
- i) ____ Frankfurt is not ____ capital city of ____ Germany.
- j) ____ Germans are ____ very clever and friendly people.

3 Name three... and write a sentence using each one.

- a) Landmarks of Prague
- b) Oceans
- c) Wonders of the Ancient World
- d) Languages
- e) Mountains
- f) Mountain ranges
- g) Rivers
- h) Cities
- i) Archipelagoes
- j) Seas

4 Fill in the gaps with the definite, indefinite or zero article where appropriate.

- Elsa, (1) ____ German company, has demonstrated (2) ____ 18-inch flat display called Ecomo 4D, which is designed for 3D applications used by (3) ____ design engineers. This 3D monitor is controlled by (4) ____ advanced graphics card, and 3D viewing is possible without (5) ____ special eyeglasses. (6) ____ system displays different pictures for (7) ____ left and right eyes, supported by two display layers. (8) ____ upper one works as (9) ____ kind of prismatic layer that sends the different pictures to (10) ____ appropriate eye. (11) ____ position of the eyes is registered by two integrated cameras. (12) ____ intelligent eye-tracking system combined with (13) ____ controlling device synchronises the prismatic layer and position of the eyes.
- 5 By doubling (1) ____ resolution of existing liquid-crystal displays (LCDs), IBM has created (2) ____ monitor which, when viewed from (3) ____ 18 inches away or farther, shows images that (4) ____ human eye finds indistinguishable from (5) ____ real thing.

The T220, as it is called, measures 22 inches across (6) ___ diagonal, and displays 9.2m picture elements (pixels). That monitor gives it (7) ___ resolution of 200 pixels per (8) ___ inch, twice (9) ___ previous state of the art. This achievement has come as (10) ___ result of gradual improvements in optics, liquid-crystal chemistry and microelectronics made by IBM groups.

At (11) ___ current retail price of \$22,000, the T220 is hardly going to be flying off (12) ___ shelves. But it will be ideal for (13) ___ hospitals. Historically, radiology has been (14) ___ driving force behind (15) ___ development of high-resolution screens.

6 To set up (1) ___ Wi-Fi network in your home or office, you simply buy (2) ___ base station, plug it into (3) ___ phone socket or (4) ___ high-speed Internet connection and hang it on (5) ___ wall. Using unlicensed radio spectrum, (6) ___ base station communicates with (7) ___ computers within 100 metres or so, provided they are equipped with (8) ___ suitable plug-in card. It also enables (9) ___ computers to communicate with each other. In effect, Wi-Fi lets you flood a building with (10) ___ wireless connectivity. This has (11) ___ number of advantages. It is often cheaper and easier to link several PCs together wirelessly than to run (12) ___ messy cables all over the place.

7 A satellite navigation system called (1) ___ global positioning system works by measuring (2) ___ time it takes (3) ___ radio signal from (4) ___ satellite to reach (5) ___ receiver on (6) ___ ground. Each satellite continuously broadcasts a signal that gives its position and the time. A GPS receiver compares its own time with the satellite's time, and uses (7) ___ difference between (8) ___ two to calculate (9) ___ distance. Taking measurements from four satellites allows (10) ___ receiver to pinpoint latitude, longitude and altitude. It takes less than (11) ___ tenth of (12) ___ second for the signal from a satellite overhead to reach a receiver on the ground. What device could keep (13) ___ time that precisely?

8 Big Brother is alive and well all over Britain. More than (1) ___ million cameras now monitor (2) ___ citizens' movements. That's more per (3) ___ head of population than in any other country. By one reckoning, (4) ___ average commuter can expect to be caught on film (5) ___ 300 times between opening (6) ___ garden gate in (7) ___ morning and returning at (8) ___ night. Glance upward in almost any town center for proof: (9) ___ wall-mounted camera – sometimes in (10) ___ bulletproof casing – trained on (11) ___ shoppers below. Over (12) ___ last 10 years the police and local communities have invested hugely in (13) ___ technology. Figures suggest that (14) ___ network of cameras in a town center can reduce (15) ___ crime by 70 percent.

9 SECURITY TECHNOLOGY

A biometric is, as its name suggests, (1) ___ measurement of (2) ___ biological characteristic. Fingerprints are (3) ___ best-known example, but others include hand geometry, iris scanning and facial recognition. Biometric systems are employed for (4) ___ two main purposes. (5) ___ first is identification, in which (6) ___ subject's identity is determined by comparing (7) ___ measured biometric against (8) ___ database of stored records. The second is verification, which compares a measured biometric with one known to come from (9) ___ particular person. All biometrics can be used for verification, but only those that are unique to (10) ___ individual – notably fingerprints, iris scanning and facial recognition – can be used for identification. As (11) ___ result, different biometrics are used for different kinds of security check.

Iris scanning is used in (12) ___ dozens of jails in America to identify prisoners, staff and visitors, ensuring that (13) ___ right people are let in and out. Iris scanners have also been tested by banks in (14) ___ number of countries to identify (15) ___ users of cash machines. Since (16) ___ iris scan identifies each customer, there is no need to insert (17) ___ bank card or remember (18) ___ personal identification number.

Facial recognition, on (19) ___ other hand, is unique among biometrics in that it can be used passively – in other words, (20) ___ image of (21) ___ face can be compared with (22) ___ database of suspects without the subject's knowledge. Such systems, connected to (23) ___ network of closed-circuit television cameras, are already used to spot (24) ___ criminals and football hooligans in Britain. (25) ___ same technology has been installed at Keflavik airport in Iceland. As well as passively scanning (26) ___ airports for known suspects, everybody should be required to have (27) ___ close-up facial scan as they check in, just as your credit is checked when you buy something with (28) ___ credit card.

Do or Make?

1. Complete these sentences using the correct verb in the correct form.

- a) Relax, I'll _____ the cooking tonight.
- b) Be careful not to _____ any mistakes!
- c) Would you _____ me a big favour please?
- d) Just _____ your best.
- e) Just _____ an effort to come tonight.
- f) It's not nice to _____ fun of others.
- g) Do you mind if I _____ a suggestion?
- h) Will you _____ friends with me?
- i) Can you _____ the shopping, please?
- j) She _____ some exams this semester.

2. Here is a list of things that we either do, or make. Make two sections and divide the things into two groups - a 'do' group and a 'make' group. Remember! We use 'make' when there is an end product. We use 'do' when the activity is an end in itself.

Badly, one's best, an agreement, business (with), an apology, an appointment, an arrangement, an attempt, cooking, an exam, an exercise, a complaint, a decision, an effort, an excuse, a fortune, harm, friends (with), fun of, sightseeing, sport, a mistake, money, war, a phonecall, shopping, travelling, well, work, progress, a suggestion.

Phrasal verbs

A phrasal verb is a verb + preposition / adverb combination. Phrasal verbs are common in informal, spoken English. Sometimes they have a more formal one word equivalent, for example, work out = determine. Often phrasal verbs have two meanings.

1 Study these phrasal verbs

break into	grow up	throw away
get into	phone up	log on
hack into	run up	find out
go about	keep at	track down
set about	shut down	hand over
keep ahead		

Now complete each blank with the appropriate phrasal verb in the correct form. In some cases, more than one answer is possible.

- 1 Hackers try to _____ passwords so they can penetrate a system.
- 2 Don't _____ your password to anyone who asks for it.
- 3 The police _____ Ralph _____ by taking to his friends and acquaintances.
- 4 Some hackers _____ systems to get commercially valuable information.
- 5 When you _____ to a network, you have to provide an ID.
- 6 How do you _____ hacking into a system?
- 7 Hackers may _____, pretending to be from your company, and ask for your password.
- 8 Never _____ your credit card receipts where someone can find them.
- 9 Ralph was a hacker as a teenager but he's _____ now and become more responsible.
- 10 _____ a system is strictly illegal nowadays.
- 11 It's a constant race to _____ of the hackers.

2 Replace the verb in bold with a phrasal verb of similar meaning (some come from the list above).

- 1 Don't **discard** your credit card receipts; they could help fraudsters.
- 2 Trying to **penetrate** computer systems is against the law.

- 3 The typical hacker is a young person who has not **matured** yet.
- 4 The best way to **begin** hacking into a system is to try to get hold of a password.
- 5 If someone **telephones** you and asks for your password, don't **provide** it.
- 6 Hackers **accumulated** a telephone bill of £1m for Scotland Yard.
- 7 The difficult thing was to **determine** how the website would look.
- 8 So you won't forget, **record** the ID number the support technician gives you.
- 9 **Examine** the manufactures' websites before you phone for help.

3 Complete the sentences. Use the phrasal verb which means the same as the verb in brackets. Put the phrasal verb in the right form.

come across/ out/ round/ up

- Do _____ and see me when you have time. (visit me informally)
 The rain stopped and the sun _____. (appeared)
 I'm sorry. I have to cancel my appointment. Something urgent has _____. (happened)
 I _____ an old schoolfriend in town yesterday. (met by chance)

get in/ on/ over/ through

- What time does your train _____ ? (arrive)
 How are we going to _____ without you? (manage)
 I phoned him but his phone was engaged so I couldn't _____. (make contact)
 It's taken her a long time to _____ her illness. (recover from)

go down/ off/ on/ through/ over

- Please _____ I'm very interested in what you're saying. (continue)
 Let's _____ the programme again to make sure we've included everything. (look carefully at)
 A lot of people were injured when the bomb .. _____ in a crowded train. (exploded)
 We can't do any work because our computer system has _____. (stopped working temporarily)

take off/ on/ over/ up

- The plane couldn't _____ because of the fog. (leave the ground and fly)
 He's going to _____ golf when he retires. (begin to learn)
 The company is expanding and _____ new staff. (recruiting)

4 Complete each gap in these sentences with the appropriate form of the correct verb from this list:

- | | | | | | | | |
|----------------|----------------|---------------|-----------------|---------------|----------------|-----------------|-----------------|
| back up | keep up | update | build up | set up | upgrade | catch up | start up |
| upload | free up | | | | | | |
- 1 To avoid losing data, you should _____ your files regularly.
 - 2 You can _____ your PC by adding a new motherboard.
 - 3 Delete some files to _____ space on your hard disk.
 - 4 Data is _____ from regional PCs to the company's mainframe each night.
 - 5 The operating system boots when you _____ your computer.
 - 6 She's taking a course to _____ her knowledge of computing.
 - 7 The computer checks the memory when it _____.
 - 8 He _____ a website to advertise his travel company.
 - 9 You can _____ with developments by reading PC magazines.
 - 10 If you miss a class, you can study the hand-outs to _____.
 - 11 The image in a digital camera is _____ from a red, green and blue image.

Match the tags to the sentences:**Copyright 1998, John Willetts & Nikki Bennett-Willetts**

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e.g. They can't be here already, can they?

They can't be here already,	won't you?
They had to go home early,	will we?
We musn' t be late again,	will he?
We don't need to wear formal clothes,	should you?
You daren't go there by yourself,	should they?
We might not be there on time,	mustn't he?
He couldn't have done it by himself,	must we?
He finally got used to the idea,	mightn't he?
He won't have to do it again,	I suppose?
She used to live in America,	haven't we?
They can come on later,	don't you think?
You shouldn't have been doing that,	does he?
He might have been run over,	do you?
He must be working late,	do we?
They shouldn't be on the railway line,	did they?
We won't be late for the start,	did she?
He doesn't have to go today,	did he?
You'll be able to come too,	could he?
We've got to be there at six,	can they?
We ought to wait for her,	can't they?

ANSWERS:

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They shouldn't be on the railway line, should they?

We won't be late for the start, will we?

He doesn't have to go today, does he?

You'll be able to come too, won't you?

We've got to be there at six, haven't we?

We ought to wait for her, don't you think?

They can't be here already, can they?

They had to go home early, did they?

We musn't be late again, must we?

We don't need to wear formal clothes, do we?

You daren't go there by yourself, do you?

We might not be there on time, I suppose?

He couldn't have done it by himself, could he?

He finally got used to the idea, did he?

He won't have to do it again, will he?

She used to live in America, did she?

They can come on later, can't they?

You shouldn't have been doing that, should you?

He might have been run over, mightn't he?

He must be working late, mustn't he?

Choose the correct words or phrases:

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e.g. *You don't have to eat it if you don't like it.*

1. You * eat it if you don't like it.

(a) *mustn't* (b) *don't have to*

2. You * touch it in case you break it.

(a) *don't have to* (b) *mustn't*

3. You are * see an X film under 16.

(a) *don't have to* (b) *not allowed to*

4. I * a ticket in advance, as the theatre was half-empty when I arrived.

(a) *didn't need to buy* (b) *needn't have bought*

5. She's younger than my mother, so she * be over 60.

(a) *can't* (b) *mustn't*

6. Just help yourself. You * ask first.

(a) *don't need to* (b) *mustn't*

7. He * to live there.

(a) *wasn't used* (b) *didn't use*

8. I knew it wasn't true He * have been lying.

(a) *can't* (b) *must*

9. When you've finished this course, * speak English

(a) *you'll be able to* (b) *you can*

10. When you've finished your work * go to the disco.

(a) *you'll be able to* (b) *you can*

11. The desert * very cold at night.

(a) *can* (b) *is able to be*

12. Could I help you please? Yes of course you *.

(a) *can.* (b) *could*

13. Who can that be at the door? It * be Fred.

(a) *can* (b) *must*

14. You * wait outside, come in if you prefer.

(a) *needn't* (b) *mustn't*

15. I * go in, I'm too afraid.

(a) *needn't* (b) *daren't*

16. The strike * go on forever.

(a) *wasn't able to* (b) *couldn't*

17. It was so annoying. He * keep stopping at every road sign.

(a) *would* (b) *should*

18. He * read the map - I did the map reading for him.

(a) *needn't have read* (b) *didn't need to*

19. I * to have a motorbike until I was 16.

(a) *didn't have* (b) *wasn't allowed*

20. You * drive at more than 70 m.p.h. on the motorway.

(a) *shouldn't* (b) *mustn't*

ANSWERS:

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1. *don't have to*

2. *mustn't*

3. *not allowed to*

4. *needn't have bought*

5. *can't*

6. *don't need to*

7. *didn't use*

8. *must*

9. *you'll be able to*

10. *you can*

11. *can*

12. *can.*

13. *must*

14. *needn't*

15. *daren't*

16. *couldn't*

17. *would*

18. *didn't need to*

19. *wasn't allowed*

20. *mustn't*

Read the text and and fill in the missing words:

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Jim woke up late because he hadn't set his alarm clock. He dressed quickly and didn't check his case. He had to wait for a taxi because he hadn't booked one. He arrived at the airport at 7.45. a.m. Check-in time was 7.30. a.m. His suitcase was too heavy, so he had to put some things in his hand luggage. On the plane

he had a seat in the smoking section, although he was a non-smoker. He was very hungry as he hadn't had any breakfast. He had to wait a long time in customs because he had more duty free goods than he was allowed.

When he got to the hotel he found he had a double room When he decided to go to the beach he discovered he'd forgotten his sunglasses, suntan lotion and swimming trunks.

The first day of the holiday he stayed out in the sun too long and got very sunburnt. He felt ill but he didn't go to the doctor. He forgot to send his mother a postcard, he didn't buy any presents to take home, he spent all his money and had none left for the airport tax. He didn't go to the office the day after his return, neither did he ring them. Poor Jim! he doesn't even like hot climates or holidays on his own.

e.g. He should have set his alarm clock.

1. He should have _____ his alarm clock.
2. He should have _____ his case.
3. He should have _____ a taxi.
4. He should have _____ at 7.30.
5. He should have _____ his suitcase.
6. He should have _____ a non-smoking seat.
7. He should have _____ breakfast.
8. He should n't have _____ extra duty-free goods.
9. He should have _____ a single room.
10. He should have _____ his sunglasses.
11. He should n't have _____ in the sun.
12. He should have _____ the doctor.
13. He shouldn't have _____ send a postcard.
14. He should have _____ some presents.

15. He shouldn't have _____ all his money.
 16. He should have _____ some money for the airport tax.
 17. He should have _____ to the office.
 18. He should have _____ the office.
 19. He shouldn't have _____ to a hot climate.
 20. He shouldn't have _____ by himself.
-

ANSWERS:

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- 1. He should have set his alarm clock.*
 - 2. He should have checked his case.*
 - 3. He should have booked a taxi.*
 - 4. He should have checked in at 7.30.*
 - 5. He should have weighed his suitcase.*
 - 6. He should have booked a non-smoking seat.*
 - 7. He should have had breakfast.*
 - 8. He shouldn't have had extra duty-free goods.*
 - 9. He should have reserved a single room.*
 - 10. He should have remembered his sunglasses.*
 - 11. He shouldn't have stayed out in the sun.*
 - 12. He should have gone to the doctor.*
 - 13. He shouldn't have forgotten to send a postcard.*
 - 14. He should have bought some presents.*
 - 15. He shouldn't have spent all his money.*
 - 16. He should have kept some money for the airport tax.*
 - 17. He should have gone to the office.*
 - 18. He should have rung the office.*
 - 19. He shouldn't have gone to a hot climate.*
 - 20. He shouldn't have been by himself.*
-

Are these used for present meaning, future meaning or both?**Copyright 1998, John Willetts & Nikki Bennett-Willetts**

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I can come.	P/F
I'll be able to come.	P/F
He could come.	P/F
He is coming.	P/F
He will be coming.	P/F
He won't come.	P/F
I must go out.	P/F
I'll have to go out.	P/F
You need to see him.	P/F
You'll need to see his.	P/F
I'll be used to it.	P/F
I may be able to help.	P/F
You mustn't do it.	P/F
She doesn't have to come.	P/F
She won't have to come.	P/F
You ought not to do it.	P/F
He can't walk.	P/F
He won't be able to walk.	P/F
We have to go there.	P/F

We'll have to go there.	P/F
Could you go for me?	P/F
Would you be able to go for me?	P/F
I don't dare tell him.	P/F
I won't dare tell him.	P/F
I haven't got to phone.	P/F
I won't have to phone.	P/F
I'm getting used to it.	P/F
I'll be getting used to it.	P/F
He must be six.	P/F
He'll have to be six.	P/F
He might be cold.	P/F

ANSWERS

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I can come.	P F
I'll be able to come.	F
He could come.	P F
He is coming.	P F
He will be coming.	F
He won't come.	P F

I must go out.	P F
I'll have to go out.	F
You need to see him.	F
You'll need to see this.	F
I'm used to it.	P
I may be able to help.	P F
You mustn't do it.	P F
She doesn't have to come.	P F
She won't have to come.	F
You ought not to do it.	P F
He can't walk.	P F
He won't be able to walk.	F
We have to go there.	P F
We'll have to go there.	F
Could you go for me?	P F
Would you be able to go for me?	F
I don't dare tell him.	P F
I won't dare tell him.	F
I haven't got to phone.	P F
I won't have to phone.	F
I'm getting used to it.	P F

I'll be getting used to it.	F
He must be six.	P
He'll have to be six.	P F
He might be cold.	P F

Which phrase means the same as the sentence in italics?

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e.g. The bus should be here any minute now.

The bus will come soon.

1. The bus should be here by now.

The bus should be here any minute now.

The bus will come soon.

2. You mustn't do that.

You don't have to do that.

That is forbidden.

3. I must go for a check-up.

I have to go for a check-up.

My doctor told me to go for a check-up.

4. The gate was open and a horse could get out.

The gate was open and a horse was able to get out.

The gate was open and a horse got out.

5. I can't ride yet.

I'm not allowed to ride yet.

I haven't learnt to ride yet.

6. You must be very happy.

You should be very happy.

I can see a smile on your face.

7. Can you drive?

Could you drive?

Have you passed your driving test?

8. We may go to the country at the weekend.

We can go to the country at the weekend.

Perhaps we'll go to the country.

9. I won't see him tomorrow.

I shan't see him tomorrow.

I refuse to see him.

10. He wouldn't stop it.

He couldn't stop it.

He tried to stop it, it was impossible.

11. You wouldn't enjoy the film.

You won't enjoy the film.

If you went to see it.

12. I'm used to getting up early.

I used to get up early.

Now I get up late.

13. You must see the ruins while you're there.

You'll have to see the ruins while you're there.

I strongly advise you to see the ruins.

14. If he came to see me I'd tell him.

If he comes to see me I'll tell him.

But I know he won't come

15. You needn't shout.

You mustn't shout.

I'm not deaf.

16. You must put the money in the bank.

You ought to put the money in the bank.

It's not a good idea to carry all that cash.

17. He must be a policeman.

He should be a policeman.

He's wearing a policeman's uniform.

18. I've got to go out for lunch.

I must go out for lunch.

I'm feeling really hungry.

19. He'll be able to wait until then.

He'll have to wait until then.

He doesn't need it right now.

20. I must go now.

I have to go now.

My boss wants me.

ANSWERS:

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1. The bus should be here any minute now.

2. You mustn't do that.

3. I have to go for a check-up.

4. The gate was open and a horse was able to get out.

5. I can't ride yet.

6. You must be very happy.

8. We may go to the country at the weekend.

9. I shan't see him tomorrow.

10. He couldn't stop it.

11. You wouldn't enjoy the film.

12. I used to get up early.

13. You'll have to see the ruins while you're there.

14. If he came to see me I'd tell him.

15. You needn't shout.

16. You ought to put the money in the bank.

17. He must be a policeman.

18. I must go out for lunch.

19. He'll be able to wait until then.

20. I have to go now.

Choose the correct words or phrases:

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e.g. You'd better leave now if you (*have to*) be at the airport early.

1. You'd better leave now if you * be at the airport early.
(a) *have to* (b) *may* (c) *could*
2. If you're over 14, you * pay full fare.
(a) *may* (b) *can* (c) *have to*
3. What * I do if the baby cries?
(a) *might* (b) *should* (c) *ought to*
4. * I leave early if I've finished before six?
(a) *May* (b) *Might* (c) *Ought to*
5. You * get the doctor if you're ill.
(a) *might* (b) *have to* (c) *ought to*
6. You * be there by evening if you hurry.
(a) *would* (b) *should* (c) *won't*
7. You * it there if you'd forgotten.
(a) *might have left* (b) *might leave* (c) *can leave*
8. You * have won if you'd tried harder.
(a) *must* (b) *could have* (c) *should have*
9. If you don't live here, you * park here.
(a) *mustn't* (b) *might not* (c) *can't*
10. If it's not too much trouble, * you phone Mary for me?
(a) *could* (b) *may* (c) *must*
11. If you had a big lunch, you * be hungry now.
(a) *mustn't* (b) *can't* (c) *couldn't*
12. You * to say that if you don't mean it.
(a) *have not* (b) *must not* (c) *ought not*
13. We've * get up early if we want breakfast.
(a) *got to* (b) *might* (c) *may*
14. You * take all the pills if you want to get better.
(a) *might* (b) *must* (c) *can*

15. You * forget to post the letter if you want it to arrive tomorrow.
(a) *mustn't* (b) *don't have to* (c) *needn't*

ANSWERS:

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121 Church Road, Bath BA2 5JJ +44(0)1225 837251 1. (a) *have to*

2. (c) *have to*

3. (b) *should*

4. (b) *Might*

5. (c) *ought to*

6. (b) *should*

7. (a) *might have left*

8. (b) *could have*

9. (c) *can't*

10. (a) *could*

11. (c) *couldn't*

12. (c) *ought not*

13. (a) *got to*

14. (b) *must*

15. (a) *mustn't*

Grammar 1 (with the key)

1 Put the verbs in brackets into the Present Simple or Present Continuous Tense

1. Be quiet, please! I (listen) to the news on the radio.
2. Excuse me, (you, speak) Spanish?
3. Remember, the sun (rise) in the east. It's in front of us, so we (travel) east now.
4. Look! The dog (run) after the neighbour's cat.
5. Where (he, live)? Do you know his address?
6. Brian always (say) he will mend that broken window but he never (do) it.
7. Be quiet, please! I (listen) to the news on the radio.
8. Stephanie (finish) her work every day at 4 p.m.
9. Excuse me, (you, speak) Spanish?
10. Listen to Matthew! He (play) the trumpet.
He (practice) it every afternoon.
11. Look! Somebody (climb) up that tree over there.
12. Excuse me, (you, speak) French?
13. We (go) camping every year. It's a good cheap holiday.
Hotels (cost) too much.
14. Don't switch off the TV. I (watch) it.

2 Put the verbs in brackets into the Past Simple or Past Continuous Tense.

1. The storm (start) while they (drive) home.
2. While I (wait) for the bus I (see) an accident.
3. Michael (fall) off the ladder and (break) his left leg when he (repair) the roof.
4. The soldiers (prepare) to leave the camp when suddenly the bomb (explode).
5. Last month a bank robber (run) away while the police (take) him to prison. Later they (catch) him again, and this time they (lock) him without any problem.
6. My friend Tom (cook) a delicious dinner when he (burn) his fingers.
7. The telephone (ring) when Mark (have) an important meeting with his boss.
8. (you, go) to the theatre when you were in London?
9. Tim (go) down the rocks yesterday morning when he (break) his right arm. He (can) drive his car.
10. Last night I (read) in bed when suddenly I (hear) a scream. I (jump) out of

- bed, (go) to the window and (look) through it.
 There (be) nobody outside.
11. David (take) a photograph of me while
 I (not look).
 12. We (see) an accident when we (wait) for
 the bus.

3 Put the verbs into either Will Future or Going to.

1. My hair is dirty. I (wash) it.
2. Melanie is a very busy woman. She travels a lot. Tomorrow
 she (be) in Rome and next week she (be) in
 Tokyo.
3. Johnny feels very tired. He (lie) down for half an hour.
4. I'm sure he (lend) you some money if you ask him. He's very
 rich.
5. Dave's university course begins in October. He (study) history.

4 Choose the correct form of the verb.

1. When she (climb) the ladder it
 (slip) sideways and she (fall) off it.
2. You (have) time to help me tomorrow?
3. While the guests (dance)
 thieves (break) into the house
 and (steal) a lot of things.
4. Why (you, make) a cake now?
 (someone, come) to tea?
5. What the word "catastrophe"
 (mean)? It (mean) "disaster".
6. He (clean) his gun when it
 accidentally (go) off and (kill)
 him.
7. Martin (play) the guitar under the window when
 somebody (open) the window
 and (throw) out a bucket of water.
8. You (be) in Sidney tonight.
9. "My brother (have) a fight last week."
 "Who he (fight) with?" "Oh,
 he (fight) with our neighbour." "Why
 they (fight)?" "No idea."
10. "What (you, do) now?" "I (make)
 an apple pie." "But (you, not make) one yesterday?" "Yes,
 I I often (make) apple pies
 because my children (love) them very much.

- I (make) one tomorrow, too. (you, come) and taste it?" "No, I'm sorry, but I (not can) come tomorrow. I (paint) my room tomorrow."
11. I (not like) grammar when I (be) a young boy, but now I (be) interested in it very much.
12. Last night while I (read) a newspaper, the telephone (ring). I (get) up from my chair and slowly I (walk) to the hall where our telephone (be). But when I (reach) it, it (stop) ringing.
13. He always (say) that he will mend the window but he never (do) it.
14. Every time we (have) Music we (listen) to some records.
15. The Grants (have) a picnic last Sunday. They (go) to the forest. They (eat) many sandwiches and (drink) some orange juice. Late in the afternoon they (decide) to go home. As they (walk), their youngest boy, Billy (break) his leg. At first they (not know) what to do. But then father (run) for some help. It (be) very dark when the doctor finally (arrive).
16. "..... you often (go) to parties?" "Well, no not so often." "Why not?" "Because usually there (be) nobody to take me home then." "Listen., there (be) a big party at my house next Friday. you (come)? I (promise) I (bring) you home."
17. "Susan, where (be) you?" "I (be) in the living room." "What you (do) there?" "I (watch) TV." "..... (can) you go to the shop for me when the film is over?" "OK."

5 Put in the right word. (Adjective or Adverb)

- The driver of the car was injured. (serious / seriously)
- Jenny is upset about losing her job. (terrible / terribly)
- She fell and hurt herself quite (bad / badly)
- Don't go up that ladder. It doesn't look (safe / safely)
- He looked at me when I interrupted him. (angry / angrily)
- Our holiday was too short. The time passed very (quick / quickly)
- Monica's English is very although she makes quite a lot of mistakes. (fluent / fluently)
- Do you usually feel before exams? (nervous / nervously)

9. Tom doesn't take risks when he's driving. He's always (careful / carefully)
10. We didn't go out because it was raining (heavy / heavily)

6 Write the plurals of the words given in brackets to complete these sentences.

1. Would you bring the bottle and some, please? (glass)
2. We bought some to eat with our (tomato / sandwich)
3. They caught several that afternoon. (fish)
4. Thecame from different(boy / country)
5. They have some and a few (chicken / sheep)
6. Would you bring the and? (knife / fork)
7. All thehad different coloured (house / roof)

7 Complete the text with the suitable preposition.

1. The course begins 7 January and ends 10 March.
2. I went bed midnight and got up 6.30 the next morning.
3. It can be dangerous when children play footballthe street.
4. Do you take sugar your coffee?
5. Carol got married 17, which is rather young to get married.
6. Sunday afternoons I usually go for a walk the county.
7. Mr Boyle's office is the first floor. When you come out of the lift, it's the third door the left.
8. I'll phone Tuesday morning about 10 o'clock, okay?

8 Complete the sentences with the correct form of the adjective.

1. The Mississippi is than the Thames. (long)
2. He bought flowers in the shop. (expensive)
3. Do you think English is than French. (easy)
4. Her second book is as as her first one. (interesting)
5. The weather here is than at home. (cold)

6. This is country in the world. (poor)
7. You look than you were yesterday. (happy)
8. The North is than the South. (rich)
9. She is of all the students in this class. (smart)
10. This exercise wasn't as as I thought. (difficult)
11. His case is than mine. (heavy)
12. It was a very bad mistake. It was mistake I've ever made. (bad)
13. The coast road to the town is than the mountain road. (long)
14. The traffic isthan it was last year. (quiet)
15. Jupiter isplanet in the solar system. (large)
16. The Atlantic isn't as as the Mediterranean. (warm)
17. What isthing you have ever bought? (expensive)
18. Actions speakthan words. (loud)
19. The **exam** today wasthan last year's **exam**. (difficult)
20. Little women is book I have ever read. (good)

1. A: Why did you choose that hotel? It' s a long way from the centre of town.

B: I chose it because it was (cheap) hotel in the centre.

2. A: Shall we sit in the living room?

B: Yes, it's (warm) room in the house.

3. A: What's the weather going to be like today?

B: They say that today is going to be (wet) yesterday.

4. A: Are you happy in your new flat?

B: Yes, it's (comfortable) my last one.

5. A: Is London (exciting) city in Britain?

B: No, I think that Liverpool is (exciting) London.

9 Complete the sentences with the correct reflexive pronouns.

1. Be careful! That pan is very hot. Don't burn
2. They couldn't get back into the house. They locked out.
3. It isn't her fault. She really shouldn't blame
4. Tom cut while he was shaving this morning.
5. I'm trying to teachSpanish but I'm not making much progress.

6. What a stupid fool I am! I could kick
7. He spends most of his time alone, so it's not surprising that he talks to
8. Don't worry about us. We can take care of
9. The old lady sat in the corner talking to
10. Don't get angry. Control
11. If you want more to eat, help, boys.
12. The party was great. We enjoyed very much.
13. I'm not going to do it for you. You can do it
14. Let's paint the house It will be much cheaper.
15. The movie wasn't very good, but I liked the music.
16. I don't think Tim will get the job. Tim doesn't think he'll get it.
17. I like living by
18. Did you go on holiday by ?

10 Add question tags to the following sentences.

1. You can't tell him everything,?
2. She forgot that lie,?
3. They aren't at home now,?
4. I must do that,?
5. We will come,?
6. You don't go to the cinema every day,?
7. My friends have got a new house,?
8. She would like to go home,?
9. It is difficult to learn English grammar,?
10. He can help them,?
11. Stephanie went to bed very late,?
12. W.H. Auden wrote a lot of poems,?
13. Robert was repairing his car yesterday,?
14. He'll soon be there,?
15. We were singing all the time,?
16. Your friends will come tomorrow,?
17. You weren't listening,?
18. Susan doesn't like bananas,?
19. He won't mind if I leave early,?
20. There are a lot of people here,?
21. This isn't very interesting,?
22. They had to go home,?
23. Tom could help you,?
24. She can type,?

Key to exercises

1 Put the verbs in brackets into the Present Simple or Present Continuous Tense

'm listening	finishes
do you speak	do you speak
rises, are travelling	is playing, practices
is running	is climbing
does he live	so you speak
says, does	go, cost
am listening	'm watching

2 Put the verbs in brackets into the Past Simple or Past Continuous Tense.

started, were driving	Did you go
was waiting, saw	was going, broke, could
fell, broke, was repairing	was reading, heard, jumped, went, looked, was
were preparing, exploded	took, wasn't looking
ran, was taking, caught, locked	saw, were waiting
was cooking. burnt	
rang, was having	

3 Put the verbs into either Will Future or Going to.

'm going to wash

will be, will be

is going to lie

will lend

is going to study

4 Choose the correct form of the verb.

1. was climbing, slipped, fell
2. will have (Will you have)
3. were dancing, broke, stole
4. are you making, is someone coming
5. Does... mean, means
6. was cleaning, went, killed
7. was playing, opened, threw
8. will be
9. Had, did he fight, fought, did they fight
10. are you doing, 'm making, didn't you make, did, make, love, 'm going to make, Will you come, can't, 'm going to paint
11. didn't like, was, 'm
12. was reading, rang, got, walked, reached, stopped
13. says, does
14. have, listen
15. had, went, ate, drank, decided, were walking, broke, didn't know, ran, was, arrived
16. Do you often, is, will be / is going to be, Will you come, promise, 'll bring
17. are, 'm, are you doing, 'm watching, Can / Could

5 Put in the right word. (Adjective or Adverb)

- | | |
|-------------|------------|
| 1 seriously | 6 quickly |
| 2 terribly | 7 fluent |
| 3 badly | 8 nervous |
| 4 safe | 9 careful |
| 5 angrily | 10 heavily |

6 Write the plurals of the words given in brackets to complete these sentences.

- 1 glasses
- 2 tomatoes, sandwiches
- 3 fish
- 4 boys, countries
- 5 chickens, sheep
- 6 knives, forks
- 7 houses, roofs

7 Complete the text with the suitable preposition.

- 1 on, on
- 2 to, at, at
- 3 in
- 4 in
- 5 at
- 6 On, in
- 7 in, on
- 8 on, at

8 Complete the sentences with the correct form of the adjective.

- | | |
|----------------------|-----------------------|
| 1 longer | 11 heavier |
| 2 the most expensive | 12 the worst |
| 3 easier | 13 longer |
| 4 interesting | 14 quieter |
| 5 colder | 15 the largest |
| 6 the poorest | 16 warm |
| 7 happier | 17 the most expensive |
| 8 richer | 18 louder |
| 9 the smartest | 19 more difficult |
| 10 difficult | 20 the best |
-
- 1 the cheapest
 - 2 the warmest
 - 3 wetter than
 - 4 more comfortable than
 - 5 the most exciting, more exciting than

9 Complete the sentences with the correct reflexive pronouns.

- | | |
|--------------|---------------|
| 1 yourself | 10 yourself |
| 2 themselves | 11 yourselves |
| 3 herself | 12 ourselves |
| 4 himself | 13 yourself |
| 5 myself | 14 ourselves |
| 6 myself | 15 itself |
| 7 himself | 16 himself |
| 8 ourselves | 17 myself |
| 9 herself | 18 yourself |

10 Add question tags to the following sentences.

- | | |
|----------------|-----------------|
| 1 can you | 13 wasn't he |
| 2 didn't she | 14 won't he |
| 3 are they | 15 weren't we |
| 4 mustn't I | 16 won't they |
| 5 won't we | 17 were you |
| 6 do you | 18 does she |
| 7 haven't they | 19 will he |
| 8 wouldn't she | 20 aren't there |
| 9 isn't it | 21 is it |
| 10 can't he | 22 didn't they |
| 11 didn't she | 23 couldn't he |
| 12 didn't he | 24 can't she |

USING THE RIGHT TIME

Find someone who.....	2
Present Simple or Progressive?	3
Past Tense Simple or Progressive?	8
Present Perfect Simple or Progressive?	19
Past Perfect Simple or Progressive?	27
Future Tense Simple or Progressive / Future Perfect	31
Dreaming the grammar dreams – story	40
All tenses mixed and jumbled	41

Find someone who.

chews chewing gums.....

has won a race or a contest

likes to have very hot baths

reads more than one book a week

talks to plants

is trying to break a habit

was born on a Thursday

owns a pet with four legs

has got more than three brothers or sisters

will celebrate his/her birthday next month.....

would go to the moon if invited by an astronaut

wears socks in bed

dreams about flying

usually goes to bed after midnight

believes in reincarnation

likes working in the garden

can tell a joke in English

saw a scary movie last week

goes jogging

has seen "Swan Lake"

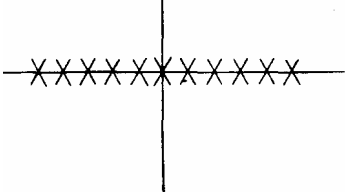
likes spring best

usually sings in the bath

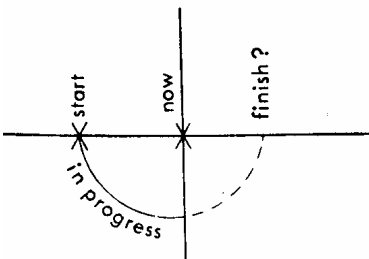
can cook a very good meal.

would like to be 16 years old again

SIMPLE PRESENT

	a) Water consists of hydrogen and oxygen. b) Most animals kill only for food. c) The world is round.	The simple present says that something was true in the past, it is true in the present, and will be true in the future. It is used <i>for general statements of fact</i> .
	d) I study for two hours every night. e) My classes begin at nine. f) He always eats a sandwich for lunch.	The simple present is used to express <i>habitual or everyday activity</i> .
	g) I have only a dollar right now. h) I don't recognize that man. i) He needs a pen right now.	Certain verbs are not used in the progressive tenses. With these verbs, the simple present may indicate a situation that exists right now, at the moment of speaking.

PRESENT PROGRESSIVE

	j) John is sleeping right now. k) I need an umbrella because it is raining. l) John and Mary are talking on the phone.	The present progressive expresses an activity that is <i>in progress at the moment of speaking</i> . It began in the recent past, is continuing at present, and will probably end at some point in the future.
	m) I am taking five courses this semester, n) John is trying to improve his work habits. o) She is writing another book this year.	Often the activity is of a general nature: something generally in progress this week, this month, this year. Note (o): The sentence means that writing a book is a general activity she is engaged in at present, but it does not mean that at the moment of speaking she is sitting at her desk with pen in hand.

VERBS USUALLY NOT USED IN ANY OF THE PROGRESSIVE TENSES

VERB	EXAMPLE	OTHER USES OF THIS VERB
<i>be</i>	(a) I am hungry	
SENSES <i>hear</i> <i>taste</i> <i>smell</i> <i>see</i>	(b) I hear a noise. (c) This food tastes good. (d) I smell gas. (e) I see a butterfly.	You <i>will be hearing</i> from me. (meaning: I will write or phone you). The doctor <i>is seeing</i> a patient, (meaning: meeting with)
MENTAL ACTIVITY <i>know</i> <i>believe</i> <i>think</i> <i>understand</i> <i>recognize</i> <i>remember</i> <i>forget</i> <i>mean</i>	(f) I know his phone number. (g) I believe his story. (h) I think he is a kind man. (meaning: believe) (i) I understand your problem now. (j) I don't recognize him. (k) I remember my first teacher. (l) I forget his name, (m) I mean this book, not that one.	<i>I am thinking</i> about this grammar, (meaning: Certain thoughts are going through my mind right now.) <i>I have been meaning</i> to call you. (meaning: intending)
POSSESSION <i>possess</i> <i>own</i> <i>have</i> <i>belong</i>	(n) He possesses many fine qualities, (o) She owns a house, (p) He has a car. (meaning: possesses) (q) That belongs to me.	<i>I am having</i> trouble. He <i>is having</i> a good time. (meaning: experiencing)
ATTITUDES <i>Want</i> <i>prefer</i> <i>need</i> <i>appreciate</i> <i>love</i> <i>like</i> <i>hate</i> <i>dislike</i> <i>seem</i>	r) I want to leave now. s) He prefers to stay here. t) I need some help. u) I appreciate your help. v) I love my family. w) I like this book. x) She hates dishonesty. y) I dislike this book. z) He seems to be a nice person.	
VERB ATTITUDES <i>look</i> <i>appear</i>	EXAMPLE She looks cold. (aa) (meaning: seems to be) (bb) He appears to be asleep, (meaning: seems to be)	OTHER USES OF THIS VERB <i>I am looking</i> out the window. (meaning: using my eyes to see) The actor <i>is appearing</i> on the stage.

EXERCISE I

Use either the simple present or the present progressive of the verbs in parentheses.

1. Kathy (sit, usually) _____ class, but today she (sit) _____ in the last row.
2. Diane can't come to the phone because she (wash) _____ her hair.
3. Diane (wash) _____ her hair every other day or so.
4. Please be quiet. I (try) _____ to concentrate.
5. (Lock, you, always) _____ the door to your apartment when you leave?
6. Look! It (snow) _____.
7. Mike (go, not) _____ to school right now because it is summer. He (attend) _____ college from September to May every year, but in the summer he (have, usually) _____ a job at the post office. In fact, he (work) _____ there this summer.
8. Right now I (look) _____ around the classroom.
Ahmed (write) _____ in his book. Carlos (bite) _____ his finger nails.

5 Detectives at work

Tom and Nick are watching the house across the street. Something strange is happening.

Put the verbs in brackets in the present simple or the present continuous to make correct sentences.

TOM What *are you staring* (you stare) at?

NICK There's a man at the Johnsons' house. He *doesn't live* (not live) there. I

wonder what he ¹ _____ (do)

TOM Perhaps he ² _____ (visit) the Johnsons.

NICK No. They're not at home. They both _____ (work)

town. They ⁴ _____ (catch) the same train as Dad

every morning. It's strange. He _____ (watch) the house very carefully.

TOM Now he ⁶ _____ (try) to open the gate, but it's

locked. Look! He ⁷ _____ (climb) over the garden wall. I

can't see him now.

NICK Let's follow him. I want to see what he ⁸ _____ (do)

TOM He ⁹ _____ (go) to the garage. He ¹⁰ _____

_____ (carry) a ladder. Now he ¹¹ _____ (put)



the ladder up to the bedroom window!

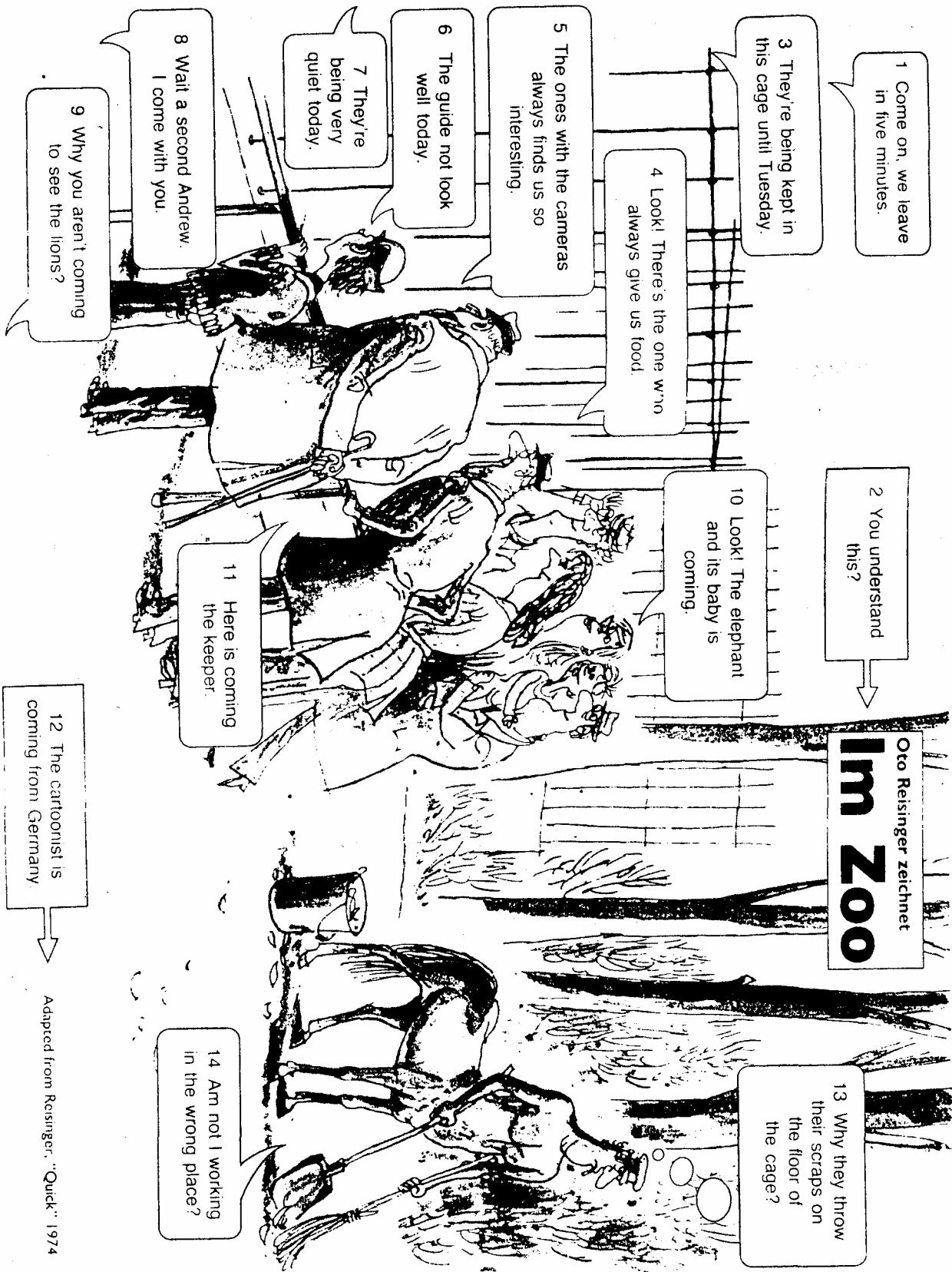
NICK He must be a burglar. . . Hey! You!

What ¹² _____ (you do)?

MAN It's all right, boys. I'm an insurance

agent. ¹³ _____

(examine) the roof. The Johnsons ¹⁴ _____ (know) that I'm here.



1 Come on, we leave in five minutes.

3 They're being kept in this cage until Tuesday.

4 Look! There's the one who always give us food.

5 The ones with the cameras always finds us so interesting.

6 The guide not look well today.

7 They're being very quiet today.

8 Wait a second Andrew. I come with you.

9 Why you aren't coming to see the lions?

2 You understand this?

10 Look! The elephant and its baby is coming.

11 Here is coming the keeper.

12 The cartoonist is coming from Germany

13 Why they throw their scraps on the floor of the cage?

14 Am not I working in the wrong place?

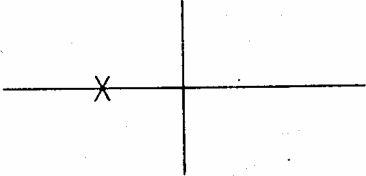
Adapted from Reisinger, "Quick" 1974



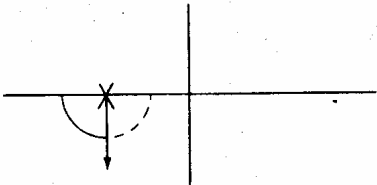
**"Remember me? Ten years ago
you fired me!"**

by AMIL

SIMPLE PAST

	<p>a) I walked to school yesterday.</p> <p>b) He lived in Paris for ten years, but now he is living in Rome.</p> <p>c) I bought a new car three days ago.</p>	<p>The simple past indicates that an activity or situation <i>began and ended at a particular time in the past</i>.</p>
	<p>d) I stood under a tree when it began to rain.</p> <p>e) When she heard a strange noise, she got up to investigate.</p> <p>f) When I dropped my cup, the coffee spilled on my lap.</p>	<p>If a sentence contains <i>when</i> and has the simple past in both clauses, the action in the "<i>when clause</i>" happens first.</p> <p>In (d): 1st: The rain began. 2nd: I stood under a tree.</p>

PAST PROGRESSIVE

	<p>i) I was walking down the street when it began to rain.</p> <p>j) While I was walking down the street, it began to rain.</p> <p>k) I was standing under a tree when it began to rain.</p> <p>l) At eight o'clock last night, I was studying.</p> <p>m) Last year at this time, I was attending school.</p>	<p>In (i): 1st: I was walking down the street. 2nd: It began to rain.</p> <p>In other words, both actions occurred at the <i>same time</i>, but <i>one action began earlier and was in progress when the other action occurred</i>.</p> <p>In (l): My studying began before 8:00, was in progress at that time, and .probably continued.</p>
	<p>n) Last January, while you were trudging through snow in Iowa, I was lying on the beach in Florida.</p> <p>o) While I was studying in one room of our apartment, my roommate was having a party in the other room.</p>	<p>Sometimes the past progressive is used in both parts of a sentence when two actions are in progress simultaneously.</p>
	<p>p) It rained this morning.</p> <p>q) It was raining this morning.</p>	<p>In some cases, the simple past and the past progressive give almost the same meaning, as in (o) and (p).</p>

Exercise 1

Use the simple past or the past progressive in the following.

1. I (read) _____ only two chapters last week.
2. I (read) _____ a book last night when you called.
3. I (call) _____ John at nine last night, but he (be, not) _____ at home. He (study) _____ at the library.
4. I (hear, not) _____ the thunder during the storm last night because I (sleep) _____.
5. My brother and sister (argue) _____ about something when I (walk) _____ into the room.
6. When I (open) _____ the package, I (find) _____ a surprise.
7. He (climb) _____ the stairs when he (trip) _____ and (fall) _____. Luckily, he (hurt, not) _____ himself.
8. While I (read) _____ the little boy a story, he (fall) _____ asleep, so I (close) _____ the book and quietly (tiptoe) _____ out of the room.

Exercise 2

How jeans came to America

Put the verbs in brackets in the past simple or past continuous.

Levi Strauss *came* (come) from a small town in the south of Germany. When he ¹. _____ (be) a young man, he² _____ (fall) in love with the mayor's daughter.

But the mayor and Levi's parents ³ _____ (not want) them to marry.

Levi's parents ⁴ _____ (send) him away to New York where his brothers ⁵ _____ live. They ⁶ _____ (be) tailors and they ⁷ _____ (teach) him to sew. In 1850, Levi _____ (take) some sailcloth from New York to San Francisco when he _____ (meet) some men. They ¹⁰ _____ (dig) for gold in the streams and rivers. The weather was bad. It _____ (rain) and the wind ¹² _____ (blow). The men were cold because they (wear) ¹³ _____ thin trousers.

Suddenly Levi ¹⁴ _____ (have) an idea. He ¹⁵ _____ (use) the sailcloth which he ¹⁶ _____ (transport) to make trousers for the men. Then he ¹⁷ _____ (sew) on metal studs to make them stronger.

The men ¹⁸ _____ (love) the trousers but they ¹⁹ _____ (not like) the yellow-grey colour. So when Levi Strauss ²⁰ _____ (open) a tailor's shop in San Francisco, he ²¹ _____ (import) a special thick blue material from Nimes in France. That's how jeans ²² _____ (become) blue.

Exercise 3 Where did he come from?

Use the words in brackets to write questions about Levi Strauss. He came from Germany. (Wherefrom)

'Where did he come from?'

1 His parents sent him to America. (Where)

2 His brothers taught him to sew. (What)

3 In 1850 he set out for San Francisco. (When)

4 He met some prospectors on the way. (Who)

5 They were digging in a river. (Where)

6 They were wearing thin trousers. (What)

7 He was taking sailcloth to California. (What)

8 He made trousers from the sailcloth. (What. . from)

9 The men didn't like the colour. (Why)

10 He imported blue material from France. (Where... from)

Exercise 4 PAST SIMPLE - PAST CONTINUOUS

1. When she _____ she _____

a big plate. (dry / drop)

2. While they _____ TV, a thief _____ in.

(watch / climb)

3 Mother _____ dinner, while we _____ our homework. (cook / do)

4. The pupils _____ cards, when their teacher _____ (play / enter)

5. Mother _____ the clothes, when the lights _____ out (iron / go)

6. The postman _____ the parcel, just as they _____ (bring / leave)

7. Susan _____ her purse, while she _____ (lose / shop)

8. We _____ a song, when our headmaster _____ (sing / enter)

9. When he _____ to town, he _____ an accident (drive / have)

10. Mother _____ a cake, while we _____ in the garden. (bake / play)

11. As I _____ down the street, a car _____ into the shop. (walk / crash)

12. While we _____ TV, a thief _____ our car. (watch / steal)

13. The burglar _____ the safe, when he _____ some footsteps, (open/hear)

14. Father _____ the newspaper, when the doorbell _____. (read / ring)

Exercise 5

PAST SIMPLE - PAST CONTINUOUS (2)

1. We _____ TV last night. (watch)
2. The train _____ at 6.30. (leave)
3. Mother _____ the dishes - (wash) when the phone
_____. (ring)
5. We _____ a nice party last Saturday, (have)
6. In 55 B. C. Julius Caesar _____ to Britain. (come)
7. Father _____ in his car - (wait) while mother
_____. (shop)
9. I couldn't come, because I _____ ill. (be)
10. Just as he _____ to bed, (go)
the lights _____ out. (go)
12. The car suddenly _____. (stop)
13. It _____ (rain) when he _____ out of
the window. (look)
15. Father _____ home yesterday. (not come)
He _____ lunch in a restaurant. (have)
16. I _____ through the window. (look)
Some students _____ on the blackboard, (write)
17. We _____ an English song, (sing) when the door
_____. (open)
18. Mother _____ the rooms last Saturday. (clean)
19. They _____ that school, (build) when I _____
a little boy. (be)

20. Some people in the waiting-room _____ (read).

Suddenly the door _____ (open) and the nurse

_____ (say), "The next one, please".

21. The dog _____ the postman (attack).

just as he _____ letters into the letter-box. (put)

22. How _____ you _____ your leg? (break) I _____

off the ladder, (fall) when I _____ some apples. (pick)

23. We _____ much sleep last night, (not get) because

our neighbours _____ a party . (have)

24. You are late. The train _____ at 8.00. (leave)

25. They _____ to Canada some years ago. (go)

26. I _____ my homework (do) when my friend Peter

_____. (turn up)

27. They _____ tea (have) when the doorbell _____ .

(ring)

GRAMMAR WITH LAUGHTER

Past Simple / Continuous

Complete the jokes below by using the correct tense of the verb in brackets:

1. Dad. What do you call a small brown thing with ten legs, and green eyes?

I don't know, son. Why do you ask?

Well, one along your lettuce just before you it!

(crawl, eat)

2. Harry a large grandfather clock on his shoulder, (carry)

He was delivering it to a customer. He couldn't see what was on his right hand side and he

.....over an old lady who in a shop window,

(knock, look) "I'm very, very sorry, "said the man.

"Idiot!" shouted the old woman. "Why can't you wear a watch like everybody else?"

3. What you in my apple tree last night, young man?

(do)

Well, one of your apples down when I your garden
so I..... it back for you! (*fall, pass, put*)

4. Magic Bob was a magician on a cruise ship. Each night he took objects from the passengers and made them disappear, then reappear in strange places. The captain of the ship had a parrot which always shouted "Rubbish!" at the end of the magician's act. One day the ship an iceberg and (*hit, sink*) The magician and the parrot were the only survivors. While they on a large piece of wood in the water, the parrot (*lie, say*) "OK, genius. Where's the ship?"

5. A lifeguard a young lady the kiss of life when her husband
(*give, arrive*).

What are you doing to my wife?

I'm giving her artificial respiration.

Artificial! Give her the real thing. I'll pay for it.

6. Doctor, lots of my hair out while I it this
morning, (*fall, brush*)

Have you got anything for it?

Sure. Here's a box.

7. A young man was in the middle of a road with his right ear to the ground. An old lady asked him:

What are you listening for?

A motorbike passed this spot ten minutes ago.

That's incredible! How do you know that?

Because it me while I the road and it.....
my neck. (*hit, cross, break*)

8. How did you get that big red lump on your nose?

I.....a brose while I in the garden, (*smell, work*)

But there is no 'b' in rose.

There was in this one!

Talk or write about accidents you had, while you were doing something else. For example: I *cut* (*past simple*) my hand badly while I *was peeling* (*past continuous*) some potatoes. I *scraped* the side of my car while I *was parking* in town.

UPS & DOWNS

1. swim	11. bite	21. beat	31. lay	41. make
2. rise	12. hear	22. do	32. teach	42. shut
3. come	13. bring	23. take	33. have	43. sit
4. drink, throw	14. send	24. drive	34. sell	44. hold
5. fight	15. wear	25. grow	35. show	45. win
6. keep	16. know	26. tell	36. build	46. lose
7. buy	17. draw,	27. run	37. let	47. fall
8. light	hide	28. catch	38. blow	48. sing
9. think	18. leave	29. get	39. spend	49. meet
10. find	19. ring	30. cut	40. read	50. weep
	20. begin			

100 FINISH	99 DOWN	98	97	96 DOWN	95	94	93	92	91
81	82	83	84	85	86	87	88	89	90
80	79	78	77	76	75 UP	74	73 DOWN	72	71
61	62	63	64	65 UP	66	67	68	69	70
60	59	58	57	56	55	54	53	52 UP	51
41	42 UP	43	44	45	46	47 UP	48	49	50
40	49	38	37	36 UP	35	34	33	32	31
21	22 DOWN	23	24	25	26	27	28	29	30
20	19	18	17 UP	16	15 UP	14	13 UP	12	11
1 START	2	3	4	5	6 UP	7	8	9	10
51. give	61. fly	71. speak	81. sleep	91. tear					
52. eat	62. break	72. see	82. forbid	92. spit					
53. lie	63. go	73. put	83. spread	93. spring					
54. shine	64. forget	74. be	84. shake, lend	94. spin					
55. wake	65. say	75. choose	85. shrink	95. undertake					
56. write	66. feel	76. dig	86. forgive	96. understand					
57. feed	67. ride	77. knee	87. steal	97. swear					
58. freeze, sweep	68. mean	78. lead	88. cost, hurt	98. stick					
59. pay	69. become	79. sew	89. swing	99. sink					
60. strike	70. stand	80. hit	90. shoot						

Irregular verbs

- | | | | |
|-----|-------------------------------------|-----|--|
| 1. | swim - swam - swum (schwimmen) | 53. | lie - lay - lain (liegen) |
| 2. | rise - rose - risen (erheben) | 54. | shine - shone - shone (scheinen) |
| 3. | come - came - come (kommen) | 55. | wake - woke - woken (aufwachen) |
| 4. | drink - drank - drunk (trinken) | 56. | write - wrote - written (schreiben) |
| | throw - threw - thrown (werfen) | 57. | feed - fed - fed (füttern) |
| 5. | fight - fought - fought (kämpfen) | 58. | freeze - froze - frozen (frieren) |
| 6. | keep - kept - kept (halten) | | sweep - swept - swept (kehren) |
| 7. | buy - bought - bought (kaufen) | 59. | pay - paid - paid (bezahlen) |
| 8. | light - lit - lit (leuchten) | 60. | strike - struck - struck (schlagen) |
| 9. | think - thought - thought (denken) | 61. | fly - flew - flown (fliegen) |
| 10. | find - found - found (finden) | 62. | break - broke - broken (brechen) |
| 11. | bite - bit - bitten (beißen) | 63. | go - went - gone (gehen) |
| 12. | hear - heard - heard (hören) | 64. | forget - forgot - forgotten (vergessen) |
| 13. | bring - brought - brought (bringen) | 65. | say - said - said (sagen) |
| 14. | send - sent - sent (schicken) | 66. | feel - felt - felt (fühlen) |
| 15. | wear - wore - worn (tragen) | 67. | ride - rode - ridden (reiten) |
| 16. | know - knew - known (wissen) | 68. | mean - meant - meant (meinen) |
| 17. | draw - drew - drawn (zeichnen) | 69. | become - became - become (werden) |
| | hide - hid - hidden (verstecken) | 70. | stand - stood - stood (stehen) |
| 18. | leave - left - left (verlassen) | 71. | speak - spoke - spoken (sprechen) |
| 19. | ring - rang - rung (lauten) | 72. | see - saw - seen (sehen) |
| 20. | begin - began - begun (anfangen) | 73. | put - put - put (setzen) |
| 21. | beat - beat - beaten (schlagen) | 74. | be - was/were - been (sein) |
| 22. | do - did - done (tun) | 75. | choose - chose - chosen (wählen) |
| 23. | take - took - taken (nehmen) | 76. | dig - dug - dug (graben) |
| 24. | drive - drove - driven (lenken) | 77. | kneel - knelt - knelt (knien) |
| 25. | grow - grew - grown (wachsen) | 78. | lead - led - led (führen) |
| 26. | tell - told - told (erzählen) | 79. | sew - sewed - sewn (nähern) |
| 27. | run - ran - run (rennen) | 80. | hit - hit - hit (schlagen) |
| 28. | catch - caught - caught (fangen) | 81. | sleep - slept - slept (schlafen) |
| 29. | get - got - got (bekommen) | 82. | forbid - forbade - forbidden (verbieten) |
| 30. | cut - cut - cut (schneiden) | 83. | spread - spread - spread (verbreiten) |
| 31. | lay - laid - laid (legen) | 84. | shake - shook - shaken (schütteln) |
| 32. | teach - taught - taught (lehren) | | lend - lent - lent (leihen) |
| 33. | have - had - had (haben) | 85. | shrink - shrank - shrunk (schrumpfen) |
| 34. | sell - sold - sold (verkaufen) | 86. | forgive - forgave - forgiven (vergeben) |
| 35. | show - showed - shown (zeigen) | 87. | steal - stole - stolen (stehlen) |
| 36. | build - built - built (bauen) | 88. | cost - cost - cost (kosten) |
| 37. | let - let - let (lassen) | | hurt - hurt - hurt (verletzen) |
| 38. | blow - blew - blown (blasen) | 89. | swing - swung - swung (schwingen) |
| 39. | spend - spent - spent (verbringen) | 90. | shoot - shot - shot (schießen) |
| 40. | read - read - read (lesen) | 91. | tear - tore - torn (reißen) |
| 41. | make - made - made (machen) | 92. | spit - spat - spat (spucken) |
| 42. | shut - shut - shut (schließen) | 93. | spring - sprang - sprung (springen) |
| 43. | sit - sat - sat (sitzen) | 94. | spin - spun - spun (spinnen) |
| 44. | hold - held - held (halten) | 95. | undertake - undertook - undertaken (unternehmen) |
| 45. | win - won - won (gewinnen) | | understand - understood - understood (verstehen) |
| 46. | lose - lost - lost (verlieren) | 96. | |
| 47. | fall - fell - fallen (fallen) | 97. | swear - swore - sworn (schwören) |
| 48. | sing - sang - sung (singen) | 98. | stick - stuck - stuck (kleben) |
| 49. | meet - met - met (treffen) | 99. | sink - sank - sunk (sinken) |
| 50. | weep - wept - wept (weinen) | | |
| 51. | give - gave - given (geben) | | |
| 52. | eat - ate - eaten (essen) | | |

HAS ANY- BODY SEEN OUR DOG?



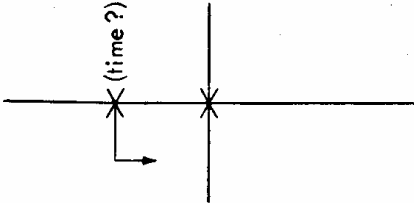
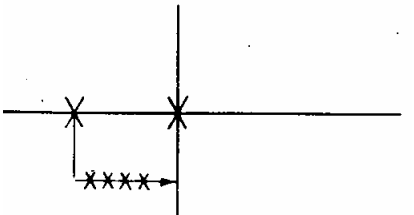
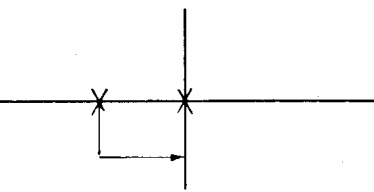
"We've only had one quarrel in twenty years—and there's no sign of it ending."



"I've done it! I've gone a WHOLE DAY without a cigarette!"

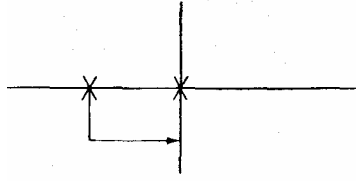
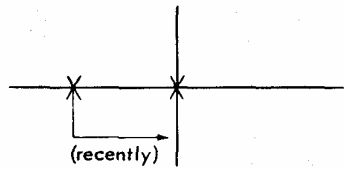
by ARTZ

PRESENT PERFECT

	<p>a) They have moved into a new apartment.</p> <p>b) Have you ever visited Mexico?</p> <p>c) I have already seen that movie.</p> <p>d) I have never seen snow.</p>	<p>The present perfect expresses the idea that something happened (or never happened) <i>before now, at an unspecified time in the past</i>. The exact time it happened is not important.</p> <p>If there is a specific mention of time, the simple past is used: <i>I saw that movie last night</i>.</p>
	<p>e) We have had four tests so far this semester.</p> <p>f) I have written my wife a letter every other day for the last two weeks.</p> <p>g) I have met many people since I came here in June.</p> <p>h) I have flown on an airplane many times.</p>	<p>The present perfect also expresses the <i>repetition of an activity before now</i>. The exact time of each repetition is not important.</p>
	<p>i) I have been here <i>since</i> seven o'clock.</p> <p>j) We have been here <i>for</i> two weeks,</p> <p>k) I have had this same pair of shoes <i>for</i> three years.</p> <p>l) I have liked cowboy movies ever <i>since</i> I was a child,</p> <p>m) I have known him <i>for</i> many years.</p>	<p>The present perfect also, when used with <i>for</i> or <i>since</i>, expresses a situation that <i>began in the past and continues to the present</i>.*</p> <p>In the examples, notice the difference between <i>since</i> and <i>for</i>:</p> <p><i>since</i> + a particular time</p> <p><i>for</i> + duration of time</p>

The present perfect has this meaning primarily for those verbs that are usually not used in any of the progressive tenses. This meaning is exactly the same as the meaning of the present perfect progressive tense.

PRESENT PERFECT PROGRESSIVE

 <p>A horizontal timeline with a vertical line representing the present. An 'X' marks a point in the past. A horizontal arrow points from this 'X' to the vertical line, indicating a duration of time.</p>	<p>Right now I am sitting at my desk.</p> <p>(a) I have been sitting here <i>since</i> seven o'clock.</p> <p>(b) I have been sitting here <i>for</i> two hours.</p> <p>(c) You have been studying <i>for</i> five straight hours. Why don't you take a break?</p> <p>(d) He has been watching television <i>since</i> nine o'clock this morning.</p> <p>(e) It has been raining <i>all day</i>. It is still raining right now.</p>	<p>This tense is used to indicate the <i>duration</i> of an activity that <i>began in the past and continues to the present</i>. When the tense has this meaning, it is used with time words such as <i>for, since, all morning, all day, all week</i>.</p>
 <p>A horizontal timeline with a vertical line representing the present. An 'X' marks a point in the past. A horizontal arrow points from this 'X' to the vertical line. Below the arrow, the word '(recently)' is written, indicating a recent period of activity.</p>	<p>f) I have been thinking about changing my major.</p> <p>g) All of the students have been studying hard.</p> <p>h) John has been doing a lot of work on his thesis. He should be finished by May.</p> <p>i) My back hurts, so I have been sleeping on the floor lately. The bed is too soft.</p>	<p>When the tense is used without any specific mention of time, it expresses a <i>general activity in progress recently, lately</i>.</p>
	<p>j) I have lived here <i>since</i> 1975.</p> <p>k) I have been living here <i>since</i> 1975.</p> <p>l) He has worked at the same store <i>for</i> ten years.</p>	<p>With certain verbs (most notably <i>live, work, teach</i>) there is little or no difference in meaning between the two tenses when <i>since</i> or <i>for</i> is used.</p>

Exercise 1:

Use the **simple past or the present perfect**. In some sentences either tense is possible but the meaning is different.

1. I (not attend) _____ any parties since I came here.
2. I (go) _____ to a party at Sally's apartment last Saturday night.
3. Bill (arrive) _____ here three days ago.
4. Bill (be) _____ here since the 22nd.
5. Try not to be absent from class again for the rest of the term. You (miss, already) _____ too many classes. You (miss) _____ two classes just last week.
6. Last January, I (see) _____ snow for the first time in my life.
7. In her whole lifetime, she (see, never) _____ snow.
8. I (know) _____ Greg Adams for ten years.
9. So far this week, I (have) _____ two tests and a quiz.
10. Up to now, Professor Williams (give) _____ our class five tests.
11. The science of medicine (advanced) _____ a great deal in the 19th century.
12. Since the beginning of the 20th century, medical scientists (make) _____ many important discoveries.

Exercise 2:

Use the **present perfect progressive** in the following.

1. The boys are playing soccer right now. They (play) *have been playing* for almost two hours. They must be getting tired.
2. Alex is talking on the phone. He (talk) _____ on the phone for over a half an hour. He should hang up soon. Long distance is expensive.
3. I'm trying to study. I (try) _____ to study for the last hour, but something always seems to interrupt me. I think I'd better go to the library.

Complete the following by writing two sentences. Use the present perfect progressive in the first sentence; then make another sentence that might typically follow in this situation.

4. The baby is crying. She *Has been crying for almost ten minutes.*
I wonder what's wrong.

5. It's raining. It _____

6. I'm studying. I _____

7. I'm waiting for my friend. I _____

8. Bob is sitting in the waiting room. He _____

Exercise 3:

Use the **present perfect** or the **present perfect progressive**. In some sentences, either tense may be used with little or no change in meaning.

1. It (snow) _____ all day. I wonder when it will stop.

2. We (have) _____ three major snowstorms so far this winter. I wonder how many more we will have.

3. It's ten p.m. I _____ (study) for two hours and probably won't finish until midnight.

4. I (write) _____ them three times, but I still haven't received a reply.

5. I (live) _____ here since last March.

6. The telephone (ring) four times in the last hour, and each time it has been for my roommate.

7. The telephone (ring) _____ for almost a minute. Why doesn't someone answer it?
8. The little boy is dirty from head to foot because he (play) _____ in the mud.

Exercise 4:

Same as the preceeding exercise.

1. A: (Be, you) _____ able to reach Bob on the phone yet? B: Not yet. I (try)_____ for the last twenty minutes, but the line (be) _____ busy.
2. A: Hi, Jenny. I (see, not) _____ you for weeks. What (do, you) _____ lately? B: Studying.
3. A: What are you going to order for dinner?
- B: Well, I (have, never) _____ pizza, so I think I'll order that.
4. A: What's the matter? Your eyes are red and puffy. . (Cry, you)_____
- B: No. I just finished peeling some onions.
4. A: Dr. Jones is a good teacher. How long (be, he) _____ at the university?
- B: He (teach) _____ here for twenty-five years.

Exercise 5: What have they been doing?

Complete the sentences with the present perfect simple or the present perfect continuous.

Jane *has Been writing* (write) a letter to a magazine. She hasn't finished it yet.

1. Ben _____ (look) for his pen-knife, but he hasn't found it yet.
2. Jenny _____ (wait) for the bus for half an hour, but it hasn't arrived yet.
3. Nick _____ (play) a computer game for two hours and he's still playing.
4. Mike hasn't finished painting his car yet. He _____ (work) on it for two weeks.
5. Amanda _____ (not come) home yet. She has been shopping in town since 10 o'clock.

6. Mike's car _____(make) strange noises. Nick and Jane have cleaned all the parts.
7. Ben has been drawing cartoons for two hours. He _____ (not finished) yet.
8. Amanda has been waiting for Jenny in town. Jenny _____ (not arrive) yet.
9. Jane has been knitting a pullover. She _____ (just finish) it.
10. It _____ (rain) all day and it hasn't stopped yet.
11. Mr Blake has been marking tests all evening but he _____ (not find) a perfect one yet.
12. Trig _____(practise) the present perfect, but he hasn't got it right.

Think of a job or activity that you have started but have not finished, for example, something that you are making, reading or drawing. Write a short paragraph about it. Say how long you have been doing it.

GRAMMAR WITH LAUGHTER Present Perfect / Past Simple

Using the Present Perfect or the Past Simple, complete the following jokes:

1. you (*be*) to America before?
 No. This is my first time.
 Did you know that Christopher Columbus (*find*) America?
 Really? I never knew it was lost!
2. When you (*sell*) me this car this morning, you (*say*) it was trouble-free. Since then, the brakes (*fail*) and the door (*fall*) off.
 Well, sir, I did sell you the car but the trouble was free!
3. Doctor, I (*have*) a sore stomach ever since I (*eat*) three crabs last week.
 they (*smell*) bad when you (*take*) them out of their shells?
 What do you mean - took them out of their shells?
4. Now, everyone (*read*) the chapter on Lord Nelson for homework?
 Yes, sir.

- Kevin, in which battle Lord Nelson (*die*)?
 Er, his last one, sir?
5. I (*buy*) this diamond ring from a man in the street. It's for my girlfriend.
 Are they real diamonds?
 I hope so. If not, the man just..... (*cheat*) me out of £5.
6. How's your sister?
 She (*go*) on a very strict diet to lose weight.
 And how is she getting on?
 Fine. She (*disappear*) last week.
7. Mrs Smith is very upset. She thinks she (*lose*) her cat.
 When she last..... (*see*) it?
 Four days ago.
 Why doesn't she put an advertisement in the newspaper?
 Don't be silly. Her cat can't read.
8. My dad never (*visit*) the dentist.
 My dad will never go back to the dentist.
 Why? What happened?
 The dentist..... (*take*) all his teeth out.
 What..... your dad (*say*)?
 Never again! Never again!
9. Robert was fishing in a private lake. An old man came up to him and asked:
 you (*catch*) anything?
 Yes. Three big fish since I (*start*) this morning.
 My name is Lord Arton and I own this lake. Oh. My name is Robert and I'm a terrible liar!

Past Perfect

A beggar stopped me the other day and said he hadn't had a bite for days.

What did you do?

I bit him!

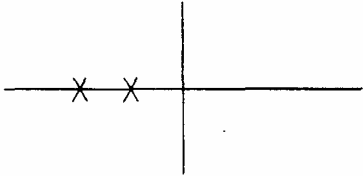
Or!



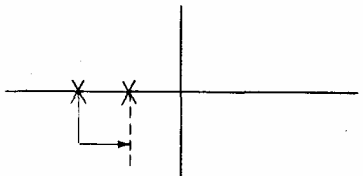
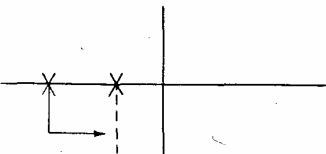
Peter had a very large garden and he had been digging it for about five hours when Mrs. Burns came along.

Oh, hello, Peter. What are you growing?
The sweat was running down Peter's face.
He looked up and said, "Tired!"

PAST PERFECT

	<p>a. My parents had already eaten by the time I got home.</p> <p>b. Until yesterday, I had never heard about it.</p> <p>c. The thief simply walked in. Someone had forgotten to lock the door.</p> <p>d. He had arrived <i>before</i> we got there.</p> <p>e. He arrived <i>before</i> we got there.</p> <p>f. <i>After</i> the guests had left, I went to bed.</p> <p>g. <i>After</i> the guests left, I went to bed.</p>	<p>The past perfect expresses an activity that was <i>completed before another activity or time in the past</i>.</p> <p>If either <i>before</i> or <i>after</i> is used in the sentence, the past perfect is not necessary because the time relationship is already clear. The simple past may be used instead of the past perfect, as in (e) and (g).</p>
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PAST PERFECT PROGRESSIVE

	<p>h. The police had been looking for the criminal <i>for</i> two years before they caught him.</p> <p>i. The patient had been waiting in the emergency room <i>for</i> almost an hour before a doctor finally treated her.</p> <p>j. He finally came at six o'clock. I had been waiting for him <i>since</i> four-thirty.</p> <p>k. Her skin was sunburned because she had been lying on the beach <i>all afternoon</i>.</p>	<p>The past perfect progressive emphasizes the <i>duration</i> of an activity that was <i>in progress before another activity or time in the past</i>.</p>
	<p>l. When Judy got home, her hair was still wet because she had been swimming.</p> <p>m. Her eyes were red because she had been crying.</p>	<p>This tense also may express an activity <i>in progress recent to another time or activity in the past</i>.</p>

Exercise 1: Use Simple Past or the Past Perfect

Are there some sentences where either tense is possible?

- 1) He (be) _____ a newspaper reporter before he (become) _____ a business man.
- 2) I (feel) _____ a little better after I (take) _____ the medicine.
- 3) I was late. The teacher (give, already) _____ a quiz when I (get) _____ to class.
- 4) The anthropologist (leave) _____ the village when she (collect) _____ enough data.
- 5) It was raining hard, but by the time class (be) _____ over, the rain (stop) _____.
- 6) Millions of years ago, dinosaurs (roam) _____ the earth, but they (become) _____ extinct by the time humankind first (appear) _____.
- 7) Class (begin, already) _____ by the time I (get) _____ there, so I (take, quietly) _____ a seat in the back.
- 8) I (see, never) _____ any of Picasso's paintings before I (visit) _____ the art museum.
- 9) I almost missed my plane. All of the other passengers (board, already) _____ by the time I (get) _____ there.
- 10) Yesterday at a restaurant, I (see) _____ Pam Donnelly, an old friend of mine. I (see, not) _____ her in years. At first, I (recognize, not) _____ her because she (lose) _____ at least fifty pounds.

GRAMMAR WITH LAUGHTER The Past Perfect

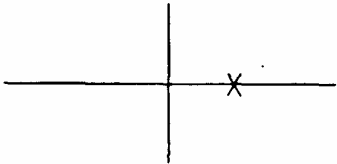
Use **had** or **hadn't** to complete the following:

- 1) When her daughter arrived home from a party, Mrs Thompson asked her if she (thank) _____ her hostess. "No," she said. "The girl in front of me thanked her and the lady said 'Don't mention it' so I didn't."
- 2) Here's your coffee, madam - it's a special coffee all the way from Brazil. Oh, I was wondering where you (go) _____.
- 3) A stressed managing director went to his doctor for help in getting to sleep. The workers at his factory (go) _____ on strike. They wanted better pay and conditions. The director (try) _____ sleeping pills but they (not work) _____. The doctor asked the director to lie quite still in bed at night and to count sheep. The following day the director returned to the doctor's surgery.
Well, said the doctor. Any success?
I'm afraid not, he said. By the time I (count) _____ the thirty-first sheep they (all go) _____ on strike for shorter hours and lower fences.
- 4) Kenneth is so stupid. He phoned his teacher at school yesterday to say he couldn't come to school because he (lose) _____ his voice!
- 5) A doctor (just give) _____ a boy an injection in his arm. He was about to put a bandage on his arm when the boy said, Would you mind putting the bandage on my other arm, doctor?
Why? I'm putting it over your vaccination so that the other boys will know not to bang into It.
You don't know the boys in my school, doctor!
- 6) Mum! Mum! Dad's fallen over a cliff. Is he okay? I don't know. He (not stop) _____ falling when I left.
- 7) A beggar stopped me the other day and said he (not have) _____ a bite for days.
What did you do? I bit him!
- 8) It was my grandmother's birthday yesterday. Is she old?
Well, by the time we lit the last candle on her birthday cake, the first one (go) _____ out!
- 9) Harry Smith was sent to Central Africa by his company. He sent a postcard to his wife as soon as he arrived. Unfortunately it was delivered to another Mrs. Smith whose husband (die) _____ the day before. The postcard read: ARRIVED SAFELY THIS MORNING. THE HEAT IS TERRIBLE.



"I won't go into details—I've already told you more than I heard myself."

SIMPLE FUTURE / BE GOING TO

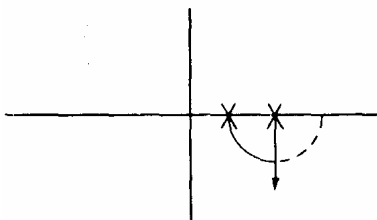
	<p>a. He will finish his work tomorrow.</p> <p>b. He is going to finish his work tomorrow.</p> <p>c. I will wash the dishes later.</p> <p>d. I am going to wash the dishes later.</p>	<p><i>Will</i> or <i>be going to</i> is used to express future time. <i>Shall</i> may be used with I or <i>we</i>, but <i>will</i> / <i>be going to</i> is more commonly used.* In speech, <i>going to</i> is often pronounced "gonna."</p>
	<p>e. Bob will come soon. <i>When Bob comes</i>, we will see him.</p> <p>f. Linda will leave soon. <i>Before she leaves</i>, she is going to finish her work.</p> <p>g. I will get home at 5:30. <i>After I get home</i>, I will eat dinner.</p> <p>h. The taxi will arrive in less than five minutes. <i>As soon as the taxi arrives</i>, we will be able to leave for the airport.</p> <p>i. They are going to come soon. I will wait here <i>until they come</i>.</p> <p>j. I will go to bed <i>after I finish</i> my work.</p> <p>k. I will go to bed <i>after I have finished</i> my work.</p>	<p>A clause is a grammatical structure which has a subject and a verb. A "time clause" begins with such words as <i>when</i>, <i>before</i>, <i>after</i>, <i>as soon as</i>, <i>until</i>. These words may be followed by a subject and verb: <i>When he comes</i>, we will see him. <i>When</i> + <i>subject</i> + <i>verb</i> = time clause</p> <p>A future tense is <i>not</i> used in a time clause. The meaning of the clause is future, but the simple present tense is used.</p> <p>Occasionally, the present perfect is used in a time clause, as in (k). Examples (j) and (k) have the same meaning. The present perfect stresses the completion of the act in the time clause before the other act occurs in the future.</p>

- *Shall* is used much more frequently in British English than in American English.

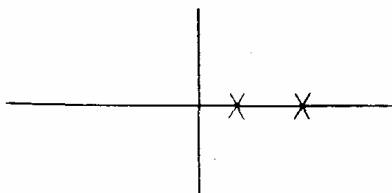
USING THE PRESENT PROGRESSIVE AND THE SIMPLE PRESENT TO EXPRESS FUTURE TIME

<p>PRESENT PROGRESSIVE</p> <p>a. My wife has an appointment with a doctor. She is seeing Dr. North <i>next Tuesday</i>.</p> <p>b. Sam has already made his plans. He is leaving <i>at noon tomorrow</i>.</p> <p>c. A: What are you going to do this afternoon? B: <i>After lunch</i> I am meeting a friend of mine. We are going shopping. Would you like to come along?</p> <p>d. A: My car is in the garage for repairs. B: How are you going to get to work tomorrow? A: I am taking the bus.</p>	<p>The present progressive may be used to express future time when the idea of the sentence concerns a planned event or definite intention. (COMPARE: A verb such as <i>rain</i> is not used in the present progressive to indicate future time because rain is not a planned event.)</p> <p>A future meaning for the present progressive tense is indicated either by future time words in the sentence or by the context.</p>
<p>SIMPLE PRESENT</p> <p>e. The museum opens <i>at ten tomorrow morning</i>.</p> <p>f. Classes begin <i>next week</i>.</p> <p>g. John's plane arrives <i>at 6:05 next Monday</i>.</p>	<p>Sometimes the simple present is used in sentences that contain future time words. The simple present is used primarily with verbs such as <i>open/close, begin/end, arrive/leave</i> and expresses an established fact. (Note: In expressing future time, the present progressive is used in a much wider range of situations than the simple present.)</p>

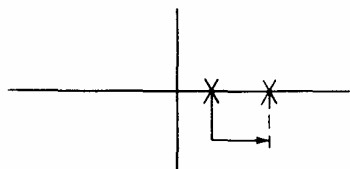
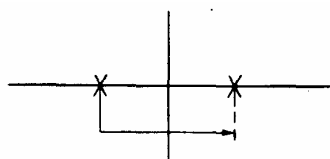
FUTURE PROGRESSIVE

	<p>a. I will begin to study at seven. You will come at eight. I will be studying when you come.</p> <p>b. Right now I am sitting in class. At this same time tomorrow, I will be sitting in class.</p>	<p>The future progressive expresses an activity that will be <i>in progress at a time in the future</i>.</p>
	<p>c. Don't call me at nine because I won't be home. I am going to be studying at the library.</p>	<p>The progressive form of <i>be going to</i>:</p> <p><i>be going to + be + -ing</i></p>
	<p>(d) Don't get impatient. She will be coming soon, (e) Don't get impatient. She will come soon.</p>	<p>Sometimes there is little or no difference between the future progressive and the simple future, especially when the future event will occur at an indefinite time in the future, as in (d) and (e).</p>

FUTURE PERFECT

	<p>a. I will graduate in June. I will see you in July. By the next time I see you, I will have graduated.</p> <p>b. I will have finished my homework by the time I go out on a date tonight.</p>	<p>The future perfect expresses an activity that will be <i>completed before another time or event in the future</i>. (Notice in the examples: <i>by the time</i> introduces a "time clause"; the simple present is used in a "time clause.")</p>
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FUTURE PERFECT PROGRESSIVE

	<p>c. I will go to bed at ten P.M. He will get home at midnight. At midnight I will be sleeping. I will have been sleeping for two hours by the time he gets home.</p>	<p>The future perfect progressive emphasizes the <i>duration</i> of an activity that will be <i>in progress before another time or event in the future</i>.</p>
	<p>d. When Professor Jones retires next month, he will have taught for 45 years.</p> <p>e. When Professor Jones retires next month, he will have been teaching for 45 years.</p>	<p>Sometimes the future perfect and the future perfect progressive give the same meaning, as in (d) and (e). Also, notice that the activity expressed by either of these two tenses may begin in the past.</p>

Usually there is little or no difference in meaning between *will* and *be going to*. *Will* and *be going to* indicate inevitability (i.e., they express a simple factual statement about a future activity or situation), but *be going to* is used more frequently than *will* in spoken English when the speaker is expressing a definite plan or intention.

The present progressive is also sometimes used to express a future meaning. The future intention expressed by the present progressive is usually stronger than that expressed by *be going to*.

EXERCISE 1 Use the *simple future/be going to** or the *simple present*.

1. I'm going to leave in half an hour. I (*finish*) will finish / am going to finish all of my work before I (*leave*) leave.
2. I'm going to eat lunch at 12:30. After I (*eat*) _____ lunch, I (*take*) _____ a nap.
3. I'll get home around six. When I (*get*) _____ home, I (*call*) _____ Sharon.
4. I'm going to watch a TV programme at nine. Before I (*watch*) _____ that programme at nine, I (*write*) _____ a letter to my parents.
5. Gary will come soon. I (*wait*) _____ here until he (*come*) _____
6. It will stop raining soon. As soon as the rain (*stop*) _____, I (*walk*) _____ to the drugstore to get some film.
7. The seasons are predictable. For example, when spring (*come*) _____ the weather (*get*) _____ warmer. This happens every year.
8. Right now it is winter. I'm tired of cold weather, but spring (*come*) _____ soon. When spring (*come*) _____ this year, I (*go*) _____ to the park every day to enjoy the good weather.
9. At a dinner party in the United States, people usually sit in the living room and (*talk*) _____ for a while before they (*go*) _____ into the dining room.
10. Tomorrow I'm going to give a dinner party. I have planned it very carefully. Before I (*ask*) _____ my guests to come to the dining room, I (*serve*) _____ drinks and hors d'oeuvres in the living room.
11. A: Have you mailed your application yet?
B: Not yet. I (*fill*) _____ it out later this evening. Then I (*mail*) _____ it on my way to class tomorrow.

12. A: (*Be, Louise*) _____ at the meeting tomorrow?
 B: No. She (*be, not*) _____ there.
13. Right now I am a junior. After I (*graduate*) _____ with a B.A., I (*intend*) _____ to enter graduate school and work for an M.A.
 Perhaps I (*go*) _____ on for a Ph.D. after I (*get*) _____ my Master's degree.
14. A: How long (*stay, you*) _____ in this country?
 B: I (*plan*) _____ to be here for about one more year.
 I (*hope*) _____ to graduate a year from this June.
 A: What (*do, you*) _____ after you (*leave*) _____?
 B: I (*return*) _____ home and (*get*) _____ a job.

EXERCISE 2 Use the *future progressive* or the *simple present*.

- 1) Right now I am attending class. Yesterday at this time, I was attending class. Tomorrow at this time, I (*attend*) _____ class.
- 2) Tomorrow I'm going to leave for home. When I (*arrive*) _____ at the airport, my whole family (*wait*) _____ for me.
3. When I (*get*) _____ up tomorrow morning, the sun (*shine*) _____, the birds (*sing*) _____, and my roommate (*lie, still*) _____ in bed fast asleep.
4. A: When do you leave for Florida?
 B: Tomorrow. Just think. Two days from now I (*lie*) _____ on the beach in the sun.
 A: Have a good time. I (*think*) _____ about you.
5. A: How can I get in touch with you while you're out of town?
 B: I (*stay*) _____ at the Pilgrim Hotel. You can reach me there.
6. Next year at this time, I (*do*) _____ exactly what I am doing now. I (*attend*) _____ school and (*study*) _____ hard next year.
7. Look at those dark clouds. When class (*be*) _____ over, it (*rain, probably*) _____.
8. A: Are you going to be in town next Saturday?
 B: No. I (*visit*) _____ my aunt and uncle in Chicago.

EXERCISE 3: Use any appropriate tense.

- 1) Ann and Andy got married on June 1st. Today is June 14th. Ann and Andy (*be*)
_____ married for two weeks. By June 7th, they (*be*)
_____ married for one week. By June 28th, they (*be*)
_____ married for four weeks.
- 2) This traffic is terrible. We're going to be late. By the time we (*get*) _____
_____ to the airport, Bob's plane (*arrive, already*) _____, and
he will be wondering where we are.
- 3) The traffic was very heavy. By the time we (*get*) _____ to the airport,
Bob's plane (*arrive, already*) _____.
- 4) This morning I came to class at 9:00. Right now it is 10:00 and I am still in class. I (*sit*)
_____ at this desk for an hour. By 9:30 I (*sit*)
_____ this desk for a half an hour. By 11:00 I (*sit*)
_____ at my desk for two hours.
- 5) I'm getting tired of sitting in the car. Do you realize that by the time we arrive in Phoenix,
we (*drive*) _____ for twenty straight hours?
- 6) Margaret was born in 1950. By the year 2010, she (*live*) _____
on this earth for 60 years.
- 7) Go ahead and leave on your vacation. Don't worry about this work. By the time you (*get*)
_____ back, we (*take*) _____ care
of everything.
- 8) I don't understand how those marathon runners do it! The race began over an hour ago.
By the time they reach the finish line, they (*run*) _____
steadily for more than two hours. I don't think I can run more than two minutes!
- 9) What? He got married again? At this rate, he (*have*). _____ a
dozen wives by the time he (*die*) _____.
- 10) We have been married for a long time. By our next anniversary, we (*be*) _____
married for 43 years.

EXERCISE 4 -ORAL:

Discuss: What do you think the twenty-first century will be like?

Suggestions for discussion topics:

1. Means of transportation?
2. Sources of energy?

3. Population growth?
4. Food sources?
5. Extinction of animal species?
6. Weapon technology?
7. Exploration of the oceans; exploration of the earth's interior?
8. Space exploration; contact with beings from outer space?
9. Role of computers in daily life?
10. Long-term solutions to today's political crises?
11. Architecture?
12. Clothing styles?
13. International language?
14. International world government?
- 11)15. International television; international communication via communication satellites?

Exercise 5: What will they have done?

Write a, b or c in the gap and read the completed sentences.

By the weekend they ____c____ their newspaper.

a will have been completing b have completed c) will have completed

1 By Wednesday afternoon, Tom _____ four people.

a will have interviewed b will interview c will be interviewed

2 By tomorrow night Jenny _____ four articles.

a will be written b will have written c won't have been writing

3 When the newspaper comes out, they _____ on it for six weeks.

a will work b will have been working c won't have been working

4 They hope that by the end of next week they _____ 2,000 copies.

a will be sold b will have sold c won't have sold

5 Nick hopes that by the end of the year they _____ rich and famous.

a won't become b became c will have become

6 By next month, Amanda _____ articles.

a will have written b will have been writing c will write

Exercise 6: About you

Write the answers in full sentences. Use for + length of time.

How long will you have been learning English by the end of this school year?

By the end of this school year, I will have been learning English for three years.

1 How long will you have been living in your town by next summer?

2 How long will you have been living in your house or flat by next year?

3 How long will you have known your English teacher by the end of this school year?

4 How long will you have known your best friend by next summer?

5 How long will you have been watching your favourite TV programme by the end of this year?

6 How long will you have been attending your present school by the end of the school year?

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DREAMING THE GRAMMAR-DREAMS



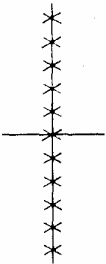


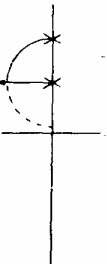
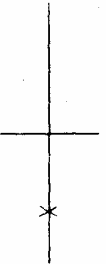
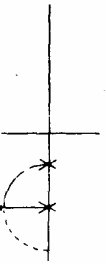
Do you dream? Let me tell you about a dream I had two nights ago. I hadn't been dreaming for a long long time, in fact since last Christmas. Have you noticed my use of **ago, for and since**? Send me a message for help if you don't understand the use of the Past Perfect Continuous tense in the third sentence.


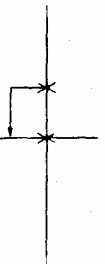

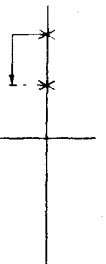

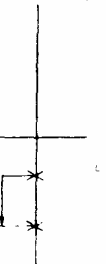
Anyway, it was a terrible nightmare. Terrible things were done to me: I was robbed, then I was beaten, and finally I was killed. But then the nightmare changed into a beautiful dream: I seemed to be in some sort of paradise, where all the people were very beautiful and nice, and I was constantly being hugged and kissed. Have you spotted all the verbs in the passive voice?

I was taken to their leader, who looked a bit like Elizabeth Shue (have you seen Leaving Las Vegas?) and asked me about a million questions: who I was, where I came from, etc.; and after I had told her what had happened to me, she asked me whether my attackers had stolen anything from me, what they looked like and how I had been killed. Check the use of tenses in these indirect questions!

Then only I noticed that this was a community of women and that I was the only man there. Their leader told me that if I had been a woman I could have stayed with them and become a member of their community. But since I was a man, I had to go back to my own country. And I remember waking up with these thoughts on my mind: What would it be like if I were a woman? Would I have completely different thoughts and feelings? Note the use of tenses in the if-sentences.

And now it's your turn. Please tell us about a dream of yours, but make sure your account includes examples of at least 4 grammatical structures that we have practised in this course (just as my little essay contains examples of sentences with **ago, for and since**, passive constructions, indirect questions and if-sentences).

<p>SIMPLE PRESENT</p>  <p>The world is round. I study every day.</p>	<p>PRESENT PROGRESSIVE</p>  <p>I am studying right now.</p>
<p>SIMPLE PAST</p>  <p>I studied last night.</p>	<p>PAST PROGRESSIVE</p>  <p>I was studying when they came.</p>
<p>SIMPLE FUTURE</p>  <p>I will study tomorrow.</p>	<p>FUTURE PROGRESSIVE</p>  <p>I will be studying when you come.</p>

<p>PRESENT PERFECT</p>  <p>I have already studied Chapter One.</p>	<p>PRESENT PERFECT PROGRESSIVE</p>  <p>I have been studying for two hours.</p>
<p>PAST PERFECT</p>  <p>I had already studied Chapter One before I began to study Chapter Two.</p>	<p>PAST PERFECT PROGRESSIVE</p>  <p>I had been studying for two hours before my friends came.</p>
<p>FUTURE PERFECT</p>  <p>I will already have studied Chapter Four before I study Chapter Five.</p>	<p>FUTURE PERFECT PROGRESSIVE</p>  <p>I will have been studying for two hours by the time you arrive.</p>

Exercise 1: Answer the questions in complete sentences:

1. What places have you visited since you came to Feldkirch? When?
2. What countries have you been to? When?
3. What programmes have you seen on television? What did you watch last night?
4. What are you doing right now? What is (.) doing? What am I doing?
5. What kind of shoes is (.) wearing?
6. What are you wearing today?
7. What will you be doing tonight at midnight? What were you doing last night at midnight?
8. What are you going to be doing at this time tomorrow?
9. What time are you coming to class tomorrow?
10. Where will you be living three years from now?
11. How long have you been going to school?
12. What have we been doing for the last five minutes?
13. How long have you been sitting in that chair?
14. How long will you have been sitting in that chair by the time class is over?
15. Where are you living? Where were you living five years ago?
16. How long are you going to be living in Vorarlberg? How long will you have been living here by the time you leave?
17. What have I been doing?
18. What have we been studying in class?

EXERCISE 2 Use any appropriate tense for the verbs in parentheses.

- 1) John is in my English class. He (*study*) _____ English this semester. He (*take, also*) _____ a couple of other classes. His classes (*begin*) _____ at 9:00 every day.
- 2) Yesterday John ate breakfast at 8:00. He (*eat, already*) _____ breakfast when he (*leave*) _____ for class at 8:45. He (*eat, always*) breakfast before he (*go*) _____ to class. I (*eat, not, usually*) breakfast before I (*go*) _____ to class. But I (*get, usually*) _____ hungry about midmorning. Tomorrow before I (*go*) _____ to class, I (*eat*) _____ breakfast.

- 3) John is in class every morning from 9:00 to 12:00. Two days ago, I (*call*) _____ him at 11:30, but I could not reach him because he (*attend*) _____ class at that time.
- 4) Don't try to call John at 11:30 tomorrow morning because he (*attend*) _____ at that time.
- 5) Yesterday John took a nap from 1:00 to 2:00. I came at 1:45. When I (*get*) _____ there, John (*sleep*) _____. -He (*sleep*) _____ for 45 minutes by the time I came.
- 6) Right now John (*take*) _____ a nap. He (*fall*) _____ asleep an hour ago. He (*sleep*) _____ for an hour.
- 7) Three days ago, John (*start*) _____ to read *Farewell to Arms*, a novel by Ernest Hemingway. It is a long novel. He (*finish, not*) _____ reading it yet. He (*read*) _____ it because his English teacher assigned it.
- 8) Since the beginning of the semester, John (*read*) _____ three novels. Right now he (*read*) _____ *A Farewell to Arms*. He (*read*) _____ that novel for the past three days. He (*intend*) _____ to finish it next week. In his lifetime, he (*read*) _____ many novels, but this is the first Hemingway novel he (*read, ever*) _____.
- 9) Tomorrow, after he (*eat*) _____ dinner, John (*go*) _____ to a movie. In other words, he (*eat*) _____ dinner by the time he (*go*) _____ to the movie.

EXERCISE 3: Use any appropriate tense for the verbs in parentheses.

1. A: There is something I have to tell you.
B: Go ahead. I (*listen*) _____.
2. A: Hi, Ann. (*Meet, you*) _____ my friend, George Smith?
B: No, I (*have, never*) _____ the pleasure.
A: Then let me introduce you.
3. A: Stop! What (you, do) _____?
B: I (try) _____ to get this piece of toast out of the toaster. It's stuck.
A: Well, don't use a knife. You (*electrocute*) _____ yourself!

B: What do you suggest I do?

A: Unplug it first.

4 A: There's Jack.

B: Where?

A: He (lie) _____ on the grass under that tree over there. B:

Oh yes. I (*see*) _____ him. He (*look, certainly*) _____
_____ comfortable. Let's go talk to him.

5. A: (Take, you) _____ Econ 120 this semester?

B: No, I _____.

A: (Take, you, ever) _____ it?

B: Yes, I _____.

A: When (*take, you*) _____ I _____ it?

B: Last semester.

A: Who (*be*) _____ your professor?

B: Dr. Lee.

A: Oh, *I* have the same professor. What (*be, he*) _____ like?

B: *He* (*be*) _____ very good.

6. A: What's wrong with Chris?

B: While he (yawn) _____, a fly (fly) into his mouth.

A: *I* (*believe, not*) _____ that! You (*kid*) _____

7 A: *I* (*go*) _____ to a play last night.

B: (*Be, it*) _____ any good?

A: *I* thought so. *I* (*enjoy*) _____ it a lot.

B: What (*be, it*) _____?

A: *Arsenic and Old Lace*. *I* (*see, never*) _____ it before.

B: Oh, *I* (*see*) _____ that play too. *I* (*see*) _____
_____ it a couple of years ago. It (*be*) _____ good,
(*be, not*) _____ it?

8. A: I was in your hometown last month. It looked like a nice town. *I* (*be, never*)
_____ there before.

B: What (*do, you*) _____ in that part of the country?

A: My wife and I (*drive*) _____ to Washington to visit her
folks.

- 9 A: May I borrow some money? My check (*be*) _____ supposed to arrive yesterday, but I still (*receive, not*) _____ it. I (*need*) _____ to buy a book for one of my classes, but I (*have, not*) _____ any money.
 B: Sure. I'd be happy to lend you some. How much (*need, you*) _____
 A: Five bucks (*be*) _____ enough. Thanks. I (*pay*) _____
 _____ you back as soon as I (*get*) _____
 _____ my check.
10. A: Hello?
 B: Hello. May I speak to Sue?
 A: She (*be, not*) _____ in right now. May I take a message?
 B: Yes. This is Art O'Brien. Would you please ask her to meet me at the library this afternoon? I (*sit*) _____ at one of the study booths on the second floor.

EXERCISE 4: Use any appropriate tense for the verbs in parentheses.

- 1 My grandfather (*fly, never*) _____ in an airplane, and he has no intention of ever doing so.
- 2 Jane isn't here yet. I (*wait*) _____ for her since noon, but she still (*arrive, not*) _____.
- 3 In all the world, there (*be*) _____ only 14 mountains that (*reach*) _____ above 8,000 meters (26,247 feet).
- 4 I have a long trip ahead of me tomorrow, so I think I'd better go to bed. But let me say good-bye now because I won't see you in the morning. I (*leave, already*) _____ by the time you (*get*) _____ up.
- 5 Right now we (*have*) _____ a heat wave. The temperature (*be*) _____ in the upper 90's for the last six days.
- 6 Last night I (*go*) _____ to a party. When I (*get*) _____ there, the room was full of people. Some of them (*dance*) _____ and others (*talk*) _____. One young woman (*stand*) _____ by herself. I (*meet, never*) _____ her, so I (*introduce*) myself to her.
- 7 About three yesterday afternoon, Jessica (*lie*) _____ in bed reading a book. Suddenly she (*hear*) _____ loud noise and (*get*) _____

- up to see what it was. She (*look*) _____ out the window. A truck (*back, just*) _____ into her new car!
- 8 Next month I have a week's vacation. I (*plan*) _____ to take a trip. First, I (*go*) _____ to Madison, Wisconsin, to visit my brother. After I (*leave*) _____ Madison, I (*go*) _____ to Chicago to see a friend who (*study*) _____ at a university there. She (*live*) _____ in Chicago for three years, so she (*know*) _____ her way around the city. She (*promise*) _____ to take me to many interesting places. I (*be, never*) _____ in Chicago, so I (*look*) _____ forward to going there.
- 9 Yesterday while I (*sit*) _____ in class, I (*get*) _____ the hiccups. The person who (*sit*) _____ next to me told me to hold my breath. I (*try*) _____ that, but it didn't work. The instructor (*lecture*) _____ and I didn't want to interrupt him, so I just sat there trying to hiccup quietly. Finally, after I (*hiccup*) _____ for almost five minutes, I (*raise*) _____ my hand and (*excuse*) _____ myself from the class to go get a drink of water.
- 10 The weather has been terrible lately. It (*rain*) _____ off and on for two days, and the temperature (*drop*) _____ at least twenty degrees. It (*be*) _____ in the low 40's right now. Just three days ago, the sun (*shine*) _____ and the weather was pleasant. The weather certainly (*change*) _____ quickly here. I never know what to expect. Who knows? When I (*wake*) _____ up tomorrow morning, maybe it (*snow*) _____.

EXERCISE 5 Use any appropriate tense.

- 1) On June 20th, I returned home. I (*be*) _____
- 2) away from home for two years. My family (*meet*) _____
- 3) me at the airport with kisses and tears. They (*miss*) _____
- 4) me as much as I had missed them. I (*be*) _____ very
- 5) happy to see them again. When I (*get*) _____ the
- 6) chance, I (*take*) _____ a long look at them. My little
- 7) brother (*be*) _____ no longer so little. He (*grow*) _____
- 8) _____ at least a foot. He (*be*) _____

- 9) almost as tall as my father. My little sister (*wear*) _____
- 10) a green dress. She (*change*) _____ quite a bit, too, but
- 11) she (*be, still*) _____ mischievous and inquisitive. She
- 12) (*ask*) _____ me a thousand questions a minute, or so
- 13) it seemed. My father (*gain*) _____, _____ some weight, and
- 14) his hair (*turn*) _____ a little bit grayer, but otherwise
- 15) he was just as I had remembered him. My mother (*look*) _____
- 16) a little older, but not much. The wrinkles on her face (*be*) _____
- 17) smile wrinkles.

EXERCISE 6: Use any appropriate tenses.

- 1) On June 20th, I will return home. I (*be*) _____
- 2) away from home for two years by that time. My family (*meet*)
- 3) _____ me at the airport with kisses and tears. They
- 4) (*miss*) _____ me as much as I have missed them. I
- 5) (*be*) _____ very happy to see them again. When
- 6) I (*get*) _____ a chance, I (*take*) _____
- 7) a long look at them. My little brother (*be, no longer*) _____
- 8) so little. He (*grow*) _____ at least a foot. He (*be*)
- 9) _____ almost as tall as my father. My little sister
- 10) (*wear, probably*) _____ a green dress.
- 11) She (*change*) _____ quite a bit, too, but she (*be, still*)
- 12) _____ mischievous and inquisitive. She (*ask, probably*)
- 13) _____ me a thousand questions a minute, or so
- 14) it will seem. My father (*gain, probably*) _____ some
- 15) weight, and his hair (*turn*) _____ a little grayer, but
- 16) otherwise he will be just as I remember him. My mother (*look*)
- 17) _____ just the same. Perhaps she (*look*)
- 18) _____ a little older, but not much. The wrinkles on
- 19) her face (*be*) _____ smile wrinkles.

EXERCISE 7 Use any appropriate tenses.

- 1) Dear Ann,
- 2) I (*receive*) _____ your letter about two weeks

- 3) ago and (*try*) _____ to find time to write you back
- 4) ever since. I (*be*) _____ very busy lately. In the past
- 5) two weeks, I (*have*) _____ four tests, and I have
- 6) another test next week. In addition, a friend (*stay*) _____
- 7) with me since last Thursday. She wanted to see the city, so we (*spend*)
- 8) _____ a lot of time visiting some of the interesting
- 9) places here. We (*be*) _____ to the zoo, the art
- 10) museum, and the botanical gardens. Yesterday we (*go*) _____
- 11) to the park and (*watch*) _____ a balloon race.
- 12) Between showing her the city and studying for my exams, I (*have, barely*)
- 13) _____ enough time to breathe.
- 14) Right now it (*be*) _____ 3 A.M. and I (*sit*)
- 15) _____ at my desk. I (*sit*) _____
- 16) here five hours doing my studying. My friend's plane (*leave*)
- 17) _____ at 6:05, so I (*decide*) _____
- 18) not to go to bed. That's why I (*write*) _____ you at
- 19) such an early hour in the day. I (*get*) _____ a little
- 20) sleepy, but I would rather stay up. I (*take*) _____ a
- 21) nap after I (*get*) _____ back from taking her to the
- 22) airport.
- 23) How (*get, you*) _____ along? How (*go, your*
- 24) *classes*) _____? Please write soon.

Yours truly,

EXERCISE 8 Use any appropriate tense.

A: Hi, my name is Jose.

B: Hi, my name is Ali.

- 1) Jose: (*You, study*) _____ at this university?
- 2) Ali: Yes, I _____ you?
- 3) Jose: Yes, I (*be*) _____ here since last September.
Before that I (*study*) _____ English at another school.
- 4) Ali: What (*you, take*) _____?
- 5) Jose: I (*take*) _____ chemistry, math, psychology, and
American history. What (*take, you*) _____?

- 6) Ali: I (*study*) _____ English. I (*need*) _____ to improve my English before I (*take*) _____ regular academic courses next semester.
- 7) Jose: How long (*you, be*) _____ here?
- 8) Ali: I (*be*) _____ here since the beginning of this semester. Actually, I (*arrive*) _____ in the United States six months ago, but I (*study*) _____ English at this university only since January. Before that I (*live*) _____ with my brother in Washington, D.C.
- 9) Jose: You (*speak*) _____ English very well. (*You, study*) _____ a lot of English before you (*come*) _____ to the United States?
- 10) Ali: Yes. I (*study*) _____ English for ten years in my own country. And also, I (*spend*) _____ some time in Canada a couple of years ago. I (*pick*) _____ up a lot of English while I (*live*) _____ there.
- 11) Jose: You (*be*) _____ lucky. When I (*come*) _____ to the United States, I (*study, never*) _____ any English at all. So I had to spend a whole year studying nothing but English before I (*start*) _____ school.
- 12) Ali: How long (*you, plan*) _____ to be in the U.S.?
- 13) Jose: I (*be, not*) _____ sure. Probably by the time I (*return*) _____ home, I (*be*) _____ here for at least five years. How about you?
- 14) Ali: I (*hope*) _____ to be finished with all my work in two and a half years.

EXERCISE 9:

.Put the verbs in brackets into the correct tenses.

- 1) They _____ your lessons. (not like)
- 2) While we _____ to the station it _____ to snow, (drive) (begin)
- 3) Watch this runner. He _____ (win).
- 4) After the centre forward _____ the first goal the fans _____ mad (score) (go)
- 5) I _____ a shooting star (never see)

- 6) We _____ the results tomorrow. (know)
- 7) Diana _____ Beethoven's moonlight sonata last night.
(play)
- 8) She _____ you are an old fool. (think)
- 9) Bob _____ three letters since breakfast. (write)
- 10) Kate _____ in London (not live)
- 11) She _____ me an answer when I asked her. (not give)
- 12) After Jane _____ a fashion magazine she
_____ the piano, (read) (practise)
- 13) Our landlady _____ us a cup of tea last night. (give)
- 14) Mr Brightwell _____ (phone) his secretary all day long .
- 15) I _____ any dressmaking since I left school, (not do)
- 16) Mr Bellows _____ from the USA. (just arrive)
- 17) Mr Brown _____ a letter every day. (write)
- 18) Mrs Maulding _____ the letter immediately after she
_____ it (post) (finish)
- 19) The Smiths _____ yet. (not come)
- 20) I _____ two exercises, would you like to do the third?
(correct)
- 21) Richard usually _____ a pullover but when I
_____ him last night he _____ a coat. (wear) (see) (wear)
- 22) _____ to Mexico? (you, ever, be)
- 23) I _____ to Jane since last Monday. (not write)
- 24) _____ to phone you last night? (Bob try)
- 25) I _____ this play before. (not see)
- 26) Jeffrey thanked his father for what he _____ for him. (do)
- 27) Mary and Lizzy _____ the poem all afternoon. (learn)
- 28) Bob _____ football all the afternoon. (play)
- 29) They'd better come in. It _____ to rain (begin)
- 30) Bettie _____ his coat last night. (tear)
- 31) The Second World War _____ in 1939. (begin)
- 32) Your coat _____ there the whole afternoon. (lie)
- 33) The postman _____ the post every day. (bring)
- 34) She _____ you (soon forget)

- 35) I _____ a coat because it's too hot today. (not wear)
- 36) Lizzie and Dolly _____ at six this morning, (wake up)
- 37) We _____ an answer last night. (not get)
- 38) My parents _____ in Berlin since 1980. (live)
- 39) "How _____ at school? -I _____ very well
(Bob get on) (believe)
- 40) Jaqueline _____ why I _____ written earlier.
(wonder) (write)
- 41) _____ the film last night? (you see)
- 42) We need not run. _____ the bus (you see). It
_____ the bus station (just leave)
- 43) I _____ a letter (write) when Fred _____
the room (enter)
- 44) Peter _____ his best now. (try)
- 45) I _____ the work tomorrow. (do)
- 46) I couldn't answer the phone because I _____ a shave. (have)
- 47) I can't understand what you _____. The traffic is too
noisy. (say)
- 48) Mathews _____ an interesting play most of the evening.
(watch)
- 49) Peter suddenly _____ that he _____ his cap in the train,
(realize) (leave)
- 50) He _____ next week. (not come)
- 51) Before he _____ away he _____ a letter. (go) (write)
- 52) Bob _____ tennis very well. (not play)
- 53) When I _____ him he _____ to Helen, (see)
(talk)
- 54) You need an umbrella. It _____ (rain)
- 55) She _____ stay up later than nine yesterday, (mustn't)
- 56) I _____ finish my work last night. (must)
- 57) We _____ this letter before he _____ home (can
translate) (go)
- 58) John _____ do it now. I _____ it later, (not
need) (do)

Tenses: Present Perfect Continuous vs. Present Perfect Simple

Present Perfect Continuous	Present Perfect Simple
<p>1. we want to emphasize an action or situation in progress and not its completion: <i>We have been repairing the fridge.</i> (it may or may not work now) <i>I've been reading your book: I'm enjoying it.</i></p> <p>2. emphasis on duration: <i>I've been reading your book for 2 hours.</i></p> <p>3. temporary actions and situations: <i>I've been living in this town for two weeks.</i></p> <p>Continuation Duration of action Temporary situation Focus on the activity What have you been doing? (= tell me about your activities)</p>	<p>1. completed action: <i>We have repaired the fridge.</i> (it works now) <i>I've read your book.</i> (= I've finished it)</p> <p>2. short actions (break, fall, start): <i>Have you broken the window?</i></p> <p>3. emphasis on achievement: <i>I've ironed five shirts this morning.</i></p> <p>4. permanent situation: <i>I've always lived in this town.</i></p> <p>Completion Repeated action Permanent situation Focus on the present result What have you done? (= tell me the result of your activities)</p>
<p>Attention!</p> <p>We can use the present perfect continuous with state verbs (<i>see, hear, look, taste, smell, want, realize, remember, etc.</i>) if we want to emphasize a situation in progress and not its completion: <i>I've been hearing funny noises.</i> <i>He's been looking miserable since his dog died.</i> <i>I've been wanting one of those computers for ages.</i></p> <p>If you do not wish to emphasize the progressive nature of the situation you can use the present perfect simple with these verbs.</p>	
<p>Some verbs suggest an action in progress by its meaning and these can be used both with the present perfect continuous and the present perfect simple with little difference in meaning: <i>live, work, rain, sit, study, wait, feel.</i> <i>It's been raining for hours.</i> <i>It's rained non-stop for hours.</i> <i>I have worked / have been working at the bank for 3 years.</i></p>	

Grammar exercises

NUMBERS

Read out and then write in words the following numbers: 54,153,898;

92.1,
1,053,
411;
1.8%;
100;
6.15.
 $\frac{2}{3}$, $\frac{3}{4}$, $\frac{5}{8}$, $\frac{4}{20}$

Note the difference between 5 hundred people/hundreds **of** people

10 thousand men/a few thousand men/thousands **of** men

3 dozen rolls/dozens of rolls

1½ million/several million/millions of years

HARDLY

Transform the following sentences using “hardly”

Very few people came

I very seldom go there

Maria cannot speak much English

We very seldom meet anyone

Very few supermarkets stock good wine

Golden eagles have almost disappeared from almost everywhere. (Golden eagles can be found)

PASSIVE

Put the following sentences into the passive. The words underlined should be the subjects of the new sentences:

Mary gave John a book

They showed the detective the evidence

They asked me if I knew that man..

He has torn up the letter

The company brought out a new range of cosmetics

Someone had used up all the ink

Someone had cut off our telephone

Her grandmother was looking after her. She....

They have agreed to all our suggestions

They looked at the picture

He hadn't slept in his bed.

Someone had walked over the flower beds

Someone had trampled on the flowers

A burglar broke into his house

Someone has sat on my chair

People are always barging into our meetings.

Someone has scribbled on my address book.

Someone is tampering with our aerial.

A Point out why the following sentences are tautological:

1. There is a lot of unemployment in Italy because there are far too few jobs.
2. Eventually, their religion takes on a sacred element.
3. These housewives do not have jobs outside their homes.
4. She is really mean with her money because she hates spending it.

B Write sentences using the following words and phrases and making any other necessary changes

1. Dangerous/children/cross/roads/their own
2. Good/to talk/someone
3. Difficult/me/do/exercise
4. Make/me/angry/hear/he/complain
5. Necessary/you/try/explain/john/why/must/help
6. He/think/go/England
7. I/think/my son/do/well/in the exam/next week
8. He/think/be able/swim/well
9. I thought/you/be willing/help/me/if/ask
10. I/think/buy/new car
11. The teachers/think/go on strike
12. I think/I/have to/go on strike too
13. She/think/forget/something
14. Always/think/before/act

C. Insert “as”, “as if” or “such as” in the following sentences:

1. In London, you can find all kinds of restaurants _____ Japanese, Greek, Italian etc.
2. I worked _____ much _____ everyone else.
3. He did exactly _____ I told him.
4. She worked _____ an accountant.
5. She spoke _____ she knew everything already.
6. He travelled to distant countries _____ Australia, Japan etc.
7. _____ your father, it is my duty to make sure you come home early in the evening.
8. You must avoid foods with too much salt _____ crisps, bacon etc.
9. You looked _____ you had had a bad night.
10. You only phone the emergency services _____ a last resort.
11. He looked at me _____ I had come from Mars.

D. Insert the correct form of the verb “to think”

1. He _____ that he had failed the exam.
2. She _____ of writing to her M.P.
3. He _____ that he had lost his keys
4. The town council _____ of opening a new swimming pool.
5. I _____ of you since I got up this morning.
6. If you _____ about it more, I am sure you wouldn't have made that mistake.
7. _____ about something doesn't make it happen.
8. What (you) _____ of doing for Christmas?

E. Insert “last”, “lastly” or “at last” in the blanks.

1. Thank goodness you are here _____.
2. First came the trumpets with their call to arms, then the other wind instruments joined in the crescendo till the climax was reached with a crash of drums and cymbals. _____ came the violins with a slow dirge.
3. I waited for him for hours and when _____ he turned up, he said he couldn't accompany me.
4. Prizes were given to the Women's institute, the Boys Brigade and _____ but not least, to the Young Conservative club.

F. Verb patterns

Insert the infinitive or the gerund of the verbs in brackets:

1. She is thinking of (go) shopping this afternoon

2. She stopped (tie) her shoelace.
3. She has finally stopped (make) that awful noise.
4. Could you try (open) this jar for me?
5. I have tried (take) aspirin but it doesn't help the pain.
6. Many people try (give) up smoking but are too addicted to nicotine to manage.
7. Remember (post) my letter. It is important.
8. I can't remember (meet) him before but he said he knew me.
9. I won't forget (post) your letter
10. I saw John (cross) the street.
11. I can hear someone (cry)
12. Do you smell something (burn)?
13. She realized there was an earthquake when she felt her bed (move)
14. I would love (go) to the ball with you.
15. I love (dance)
16. I have always enjoyed (listen) to music too.
17. I love (go) to concerts.
18. I would like (be able) (play) a musical instrument.
19. Would you like (come) to the theatre with me.
20. He spends his time (listen) to the radio.

G Insert the word "factory(ies)" or "industry(ies)" in the blanks:

1. He works in the building _____.
2. The car _____ was opened by the mayor.
3. The tourist _____ is thriving
4. Too many _____ have been built near the town.
5. Where is the Rover _____?
6. The British car _____ has been hit by Japanese imports.
7. _____ workers are not paid enough.
8. He drove past a line of _____.
9. Britain has lost most of its heavy _____.
10. He got a job in a _____.

H Insert "job(s)" or "work(s)" in the blanks.

1. He is looking for a _____ in the computer industry.
2. Have you ever read any _____ by Shakespeare?
3. There is not enough _____ for everyone Naples.
4. I've got a _____ for you to do.
5. When I am on holiday, all the _____ is just piled up on my desk.
6. He loves his _____.

Transform the following sentences using the impersonal pronoun "it"

Example: *John broke the vase: It was John that broke the vase.*

1. A missile made the plane crash.
2. He met Mary on 24th February.
3. He spoke to the wrong man.
4. You have to get off at the next stop.
5. Someone is knocking. Who?
6. We're not having the party till next week.

Complete the following sentences using the word "same".

1. John is 21. Mary is 21.
John is..... age.....
2. The price of this house is £15.000. The house you saw yesterday cost £15.000.
This house is price.....

- This house costs
3. *The Age of Reason* is showing at both the *Gaumont* and the *Odeon*.
The *Gaumont* isfilm
 4. I weigh 64 kilos. My sister weighs 64 kilos.
My sister is
 5. I bought a blue pullover. So did Jane.
Jane bought a pullover colour.....
 6. Jenny bought a *MaxMara* coat. Wendy bought a *MaxMara* coat.
Wendy bought a coat make
 7. My block of flats has 3 storeys. So has the block next door.
The block next door has number

Change the verb from finite to non-finite where possible:

1. I met a policeman who was coming down the street.
2. He has bought a house that was built in the 16th century.
3. The owners repaired the windows that were broken in the riot.
4. They stopped a boatload of refugees that had sailed from Turkey.
5. The organization tries to help people who are living in the streets.
6. I have an uncle who writes books for a living.
7. I have a friend who is living in London.
8. Do you like this picture that was painted by Gaughin?
9. He has a new carpet that was paid for by the insurance company.
10. He fed the dog that had slept in his garden.
11. They found the dog that had been lost by their neighbour.
12. Sicily was colonised by the Greeks who brought their culture with them.

Insert “must” “have to” “got to” or “be to”

1. He _____ have cut his finger. He has a bandage on it.
2. Mary _____ meet us here at noon, but its 12.30 now and she hasn't come yet.
3. I'm sorry. I _____ go. I have a dentist's appointment.
4. The police _____ be trained to deal with racist incidents, in accordance with the Macpherson report.
5. It _____ be late. The lights have been turned off.
6. He _____ be on holiday. His milk hasn't been taken in.
7. We _____ have Christmas dinner at my mother-in-laws this year. (2 possibilities – point out the difference between them)

Insert “have (got) to”, “must” “be to” or “be supposed to” in the following:

1. John and Mary _____ be married in July.
2. The reception _____ be held in the Caledonian Hotel.
3. Mary's sister Jane _____ be the bridesmaid.
4. It _____ be difficult for someone with small children to get to work at 8 a.m.
5. I really _____ apologise for coming so late.
6. I _____ shout at John before he'll get up.
7. It _____ be cold outside. All the customers have got scarves and gloves on.
8. What time _____ we leave?
9. Why are you so late? You know you _____ get here at noon.
10. You really _____ try to be more punctual another time.
11. I _____ complain about the noise twice yesterday.
12. I am afraid I _____ ask you to leave if you don't keep your voice down.

Insert the following words in the blanks: order, dead, custom, tidy, kind, habit, died:

1. Shall I _____ more wine?
2. The _____ of wearing a headscarf is very important for moslem women.
3. My neighbour has the strange _____ of wearing thick scarves even in summer.
4. I told you to _____ your room and run the hoover round.
5. The policeman realized immediately that the man had _____ and the pathologist said he had been _____ for at least an hour.
6. Children must be taught to be _____ to animals.

Each of the following sentences contains a series of coordinated nouns. Remove the noun which should not have been included and put the others in a more logical order.

1. All her uncles, aunts, relations, friends and cousins came to the wedding.
2. We get our sense of national identity from the language, culture, art, way of cooking, music, history and religion of the country we were born in.
3. I couldn't sleep a wink because of the cars, lorries, buses, motorbikes, trams and traffic that rolled past my window most of the night.
4. The doctor said I would have to cut down on butter, fries, fats, bacon, cream and sausages.
5. As a vet, I have to look after cats, pigs, cows, dogs and farm animals.

Insert the correct preposition in the blanks:

1. John was very unkind _____ her
2. I go to work _____ car.
3. He arrived _____ the 10.20 train.
4. He got _____ the bus at the wrong stop.
5. Shall we go _____ your car?
6. Try to be nice _____ your workmates.

Make the register more colloquial by coordinating the verbs with "and" where possible:

1. Come to see me some time.
2. I'll try to help him as much as possible.
3. He went to see his teacher.
4. You shouldn't try to do all the work by yourself.
5. You shouldn't have tried to do all the work by yourself.
6. He runs to meet his sister.
7. You've got to run to catch the ball.

Insert the verbs make, get or let and put the verbs in brackets in the correct form:

1. Get out of my way or you'll _____ me (break) something.
2. Do you think it would be possible to _____ John (invite)
3. Mary isn't well at all. I'll have to _____ the doctor (come) and see her.
4. If you would _____ me (talk) I could explain everything.
5. Have you cut your finger? _____ me (see) it.
6. Thank you for your offer of a lift but I am _____ John (pick) me up
7. Turn the radio on full blast beside his bed. That'll _____ him (get) up.
8. _____ me (finish) my cup of tea before you start clearing the table, will you.

Combine the following sentences:

1. Why were so few animals killed in the tsunami? Many people have asked this.
2. When are you going to stop smoking? I would like to know.
3. How did you manage to win the competition. Everybody is asking.
4. Where was Einstein born? Do you know?
5. Who built Stonehenge? That's what the book tells you.
6. Who did he send the money to? The police want to know.

Insert the definite article where necessary:

1. The musical that is shown _____ often on TV is *Mary Poppins*.
2. But _____ Broadway musical that _____ people prefer is *West Side Story*
3. It is _____ complex musical of all where techniques are concerned.
4. However _____ one I like _____ is *An American In Paris*.
5. John is _____ most likeable member of his family.
6. The students who hand in their work _____ regularly always seem to be _____ most friendly ones.
7. In this job, _____ harder you work, _____ more you earn.
8. He is studying _____ Victorian literature.
9. In my opinion, _____ Sicilian cooking is _____ best in _____ world.
10. _____ office parties are usually a bit of a bore.
11. However, all _____ office parties that Jonathan has organized have been fun.
12. This year's Christmas party was _____ one we all enjoyed _____ most.

Insert the correct form of the verb:

1. (Picnic) is prohibited in this area.
2. He was suspected of (traffic) in drugs.
3. I have tried (phone), (write) letters and (send) messages via a mutual friend, but he never (answer). Only if I (contact) him through a lawyer (I/have) any hope of (force) him (make) a decision. So I (go) (see) my lawyer next week.
4. He (be born) in Manchester in 1946 and (die) in Liverpool in 1998.
5. 45 children (be born) in this hospital already this week.

Transform the groups of words underlined into adjectives preceding the noun.

1. A girl with long hair.
2. A door that is locked
3. a leaf that is falling
4. a flower that smells sweet
5. boots for riding
6. a stream flows fast
7. a machine for making coffee
8. a job that breaks your back
9. a noise that shatters your ears
10. a programme that numbs your mind

Put the adjectives in brackets into the correct order adding hyphens where necessary:

- a (English fat small) man
- a (handsome tall dark) man
- a pair of (leather driving black) gloves
- a (wriggly long rattle dark) snake
- a (grey business young suited) man
- a (mahogany writing English small) desk

The present perfect and the simple past

Put the verbs in brackets into the correct tense: present perfect or simple past.

- 1 I (buy) a new house last year, but I (not sell) my old house yet, so at the moment I have two houses.
- 2 When Ann (be) on her way to the station it (begin) to rain. Ann (run) back to her flat for her umbrella, but this (make) her late for her train.
- 3 She (catch) the next train but it (not get) in till 9.00, so she (arrive) at her office ten minutes late.
- 4 Her boss (look) up as she (come) in. 'You (be) late every morning this week,' he (growl).
- 5 At 7 a.m. Charles (ring) Peter and (say), 'I'm going fishing, Peter.
Would you like to come?'
'But it's so early,' (say) Peter. 'I (not have) breakfast yet. Why you
(not tell) me last night?'
- 6 Tom (meet) Paul at lunch time and (say), 'I (not see) you at the bus
stop this morning. You (miss) the bus?'
'I (not miss) it,' (reply) Paul. 'I (not miss) a bus for years. But this
morning George (give) me a lift.'
- 7 Ann (go) to Canada six months ago. She (work) in Canada for a while and then (go) to the United States.
- 8 Mary (be) in Japan for two years. She is working there and likes it very much. How she
(go)?
She (go) by air.
- 9 When I (buy) my new house I (ask) for a telephone. The Post Office (tell) me to wait, but I
(wait) a year now and my phone still (not come).
- 10 Bill usually has breakfast at 8.00. Yesterday at 8.30 Peter (meet) Bill and (offer) him an
apple. 'No, thanks,' (say) Bill. 'I just (have) breakfast.'

First CONDITIONAL

In an if-clause we normally use **present tense** to talk about the future. This happens after most conjunctions (if, when, unless)

If + Present tense , Future

*I **will** give her your love if I **see** her. (NOT ~~if I will see her~~)*

*If I **have** enough time tomorrow, I **will** come and see you. (NOT ~~if I will have....~~)*

Put the verbs in brackets into the correct form- Present of Future.

1. I'll look for your notebook and if I (find) it I (give) you a ring.
2. If you (smoke) in a non-smoking compartment the other passengers (object)
3. I'll wash the glasses in this nice hot water.
~ No, don't. If you (put) them into very hot water they (crack)
4. If you (see) Tom tell him I have a message for him.
5. If he (win) he (get) £1000; if he (come) in second he (get) £500.
6. If you (feel) too hot during the night turn down the central heating.
7. Tom: Jack is a translator; he translates 1000 words a day and gets £100 a week , which he says isn't enough to live on.
Bill: Well, if he (want) more money he (have) to do more work. Advise him to translate 2000 words a day.
8. If you (finish) with your dictionary I'd like to borrow it.
9. Jack (in canoe): Watch me! I'm. going to stand up!
Tom (on the bank): He's an idiot! If he (stand) up in the canoe it (capsize)
10. The lift wasn't working when I was here last. If it still (not work) we (have) to use the stairs.
11. I won't wake if the alarm clock (not go) off.
12. I won't wake unless I (hear) the alarm.
13. If you'd like some ice I (get) some from the fridge.
14. He's only sixteen but he wants to leave school at the end of the term. ~
If he (leave) now he (be) sorry afterwards.
15. I expect it will freeze tonight. ~
If it (freeze) tonight the roads (be) very slippery tomorrow.

Answers

- | | | | |
|-----------------------------|------------------------------------|------------------------------|----------------------|
| 1. find, will give | 4. see | 9. stands, will | 13. will get |
| 2. smoke, will / may object | 5. wins, will get, comes, will get | capsize | 14. leaves, will be |
| 3. put, will crack | 6. feel | 10. isn't working, will have | 15. freezes, will be |
| | 7. wants, will have | 11. doesn't go | |
| | 8. have finished | 12. hear | |